George Brown
The City College

79/80 Evening Program

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George Brown
The City College

George Brown College
of Applied Arts and Technology

Box 1015, Station B, Toronto,
Ontario, M5T 2T9

79/80 Evening Program

Part-time programs commencing
September 1979

For information, telephone
967-1212

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The City College

George Brown College is located in the heart of the City of Toronto. It offers all the advantages of city life including good public transportation, and access to entertainment and cultural activities. The College's wide range of programs and services reflects the diversity of the city itself.

Nearly 50,000 full- and part-time students register with George Brown College each year. About half come from Toronto. The other half are drawn from the rest of Ontario and overseas.

After many years of moving in and out of temporary premises and the construction of new buildings, the College has now settled into four main campuses, all located in the Inner City.

Casa Loma Campus, at 160 Kendal Avenue, opened in the fall of 1973. It houses most of the construction technology programs and has been specially designed so students can study its construction. Allied Health Auxiliaries, Jewellery Arts, and Ceramics programs are also located at this campus.

St. James Campus is located on the north side of King Street between Jarvis and Sherbourne. The historical building dates back to 1874, when the first segment was built by Christie-Brown Bakery Company. When the College took it over in 1971, the building was completely gutted inside, and rebuilt to modern specifications. The attractive exterior has been completely restored. It now houses programs in Electronics, Business, Graphic Arts, Nursing and Dance.

Kensington Campus, at 21 Nassau Street is located in the heart of one of Toronto's most interesting ethnic areas. The famous Kensington outdoor market is just steps away. Kensington Campus has programs in Food and Fashion Technology and Community Services.

Collage Campus on the south side of College Street west of Bathurst, is a short walk from Kensington. It houses the Language Training Centre and the Industrial Training Division.

In addition to these four main campuses the College now has a new Theatre Arts building at 530 King Street East, a Driver Training facility at Polson Pier, and the Nightingale Residence, at 2 Murray Street. All post-diploma Nursing classes are held at Nightingale.

Full-time The main purpose of all full-time programs at the College is to provide students with a combination of marketable skills and realistic expectations that will prepare them for a highly-competitive job market.

Advisory boards consisting of college staff, senior students or graduates, and representatives from business and industry meet at least twice a year. Their input helps keep programs relevant and allows the College to adapt to changing needs.

Full-time students at the College fall into three categories: those enrolled in two- and three-year programs that require high-school graduation; those taking Manpower programs of three weeks to one year, who require training to be successfully employed; and apprentices involved in trades training...men and women required to take a prescribed number of weeks classroom training each year as part of their apprenticeship.

Many full-time students are drawn to the College by two- and three-year programs unique to George Brown College.

Provincially Unique Programs
- **Acoustics Technician**
- **Addiction Counsellor**
- **Apparel Management**
- **Community Worker**
- **Court Reporting**
- **Culinary Management**
- **Dental Technician**
- **Denture Therapist**
- **Fitness Instructor**
- **Mechanical Engineering Technician (Drafting Design)**
- **Orthotic Prosthetic Techniques**
- **Physical Distribution**
- **Piano Technician**
- **Residential Construction Management**
- **Watchmaking**

Others come to the College to take programs in which six semesters' work is studied in two years. These programs would normally take three years to complete. But a 45-week academic year allows students to graduate one year earlier than usual.

"Three-in-two" Programs
- **Electronic Technology**
- **Electrical Technology**
- **Instrumentation Technology**
- **Survey Technology**

Information and application forms for two- and three-year programs are available at high school guidance offices, or directly from the College.

Exceptions to the usual grade 12 entrance requirement are sometimes made for mature students (over 19) who show ability to succeed. College preparatory programs are also available for adults who wish to upgrade their academic qualifications for admission to college programs.

Manpower Programs Application for Manpower, skill-training programs — three weeks to 52 weeks long — must be made through the applicant's local Canada Manpower office. Some programs have a limited number of "open seats" for fee-paying students, but availability varies from program to program.

Apprenticeship Application for apprenticeship is made through the Industrial Training Branch of the Ministry of Colleges and Universities, 558 Yonge Street, Toronto, Ontario M4Y 1Y9. Apprentice must have a sponsoring employer.

Part-time In addition to full-time programs, the College offers a variety of career-related and general-interest, part-time courses. All the part-time courses listed in this calendar are taught on College premises. Most are held in the evening, one or two nights a week.

There are three major start periods: fall, winter (after Christmas), and spring. A limited number of courses are also held during the summer.

Industrial Training Division The College also has an Industrial Training division which works with business and industry to develop customized employee training programs.

The division is responsible for the new Employer-Sponsored Training Program initiated last year by the Ministry of Education.

Employer-Sponsored Training Employer Sponsored Training is the Ontario Government's response to the need for highly flexible training programs to meet the specific skilled labor shortages. Under the new training initiative, a Community Industrial Training Committee, representing both industry and labour, has been established for the City of Toronto to identify current and threatened local shortages of workers in highly skilled industrial trades. The Committee will also examine alternative training methods for meeting these shortages. George Brown College has responsibility for liaison between the Committee and the Ministry of Education. Training of individuals, when necessary, will be done primarily in an industrial or business setting.

Conferance/Seminar Unit The Conference/Seminar Unit, new this year, provides up-to-date training workshops to managers, professionals and support staff from business, industry, education, health and government. Workshop leaders are recognized practitioners in their field and provide participants with valuable hands-on learning experiences. For more information on 1979/80 programs please call the Conference Centre office at 967-1212 ext. 700.

Accommodation information is posted at the Administration Building, 500 MacPherson Avenue. There is no shortage of boarding and rooming facilities in Toronto. Rates vary from $38 to $40 per week for room and board. In addition, limited accommodation is available for female students at the Nightingale Residence, 2 Murray Street.

Counselling Services are available on each campus to provide educational, vocational and personal counselling.

Health Centres on each campus are staffed by Public Health Nurses. A physician is available for consultation on an appointment basis. Services include individual health counselling, health education programs and emergency care in the case of accident or illness.

Libraries for study and leisure reading, operate at Casa Loma and Kensington Campuses from 0800-1800 hrs., Monday to Thursday, 0800-1600 hrs., Fridays; at St. James from 0800-1900 hrs., Monday to Thursday, 0800-1700 hrs., Fridays; at Nightingale from 0800-1600 hrs., Monday to Friday. Library hours are shorter during the summer months.

Campus Placement Offices provide career planning and employment search information and maintain contact with potential employers on behalf of graduates. Permanent, part-time and summer employment opportunities are posted on bulletin boards at each Placement Office.

Athletic Activities are co-ordinated from the office at the Casa Loma Campus gymnasium. The emphasis is on intramural and recreational activity. A limited number of teams participate in the provincial inter-college league. There are gymnasa at Kensington and Casa Loma Campuses. Construction on a gymnasium at St. James is underway.

Financial Assistance. Applicants for admission to post-secondary programs who are Canadian citizens or landed immigrants, having resided in the country for at least 12 consecutive months prior to enrolment, may be eligible for financial assistance under the terms of the Ontario Student Assistance Program or of the Canada Student Loans Plan. Students in part-time programs are eligible to apply for assistance. Further information and application forms are available at the Student Services Office of the College.

Application/Registration
Application may be made by mailing the enclosed application form accompanied by the total course fee or in person at the campus offering the course; telephone enquiries are invited. Because many courses are very popular, application should be made well ahead of the listed start date to ensure a place.

Registration Locations Candidates are expected to register at the campus conducting the course.

The campus on which a course is conducted is indicated in the course description.

Locations of the campuses are as follows:—

College Campus
507 College Street
Tel: 967-1212, ext. 305 or 306
Office hours:
0900-1900 hrs.
(Monday to Thursday)
0900-1600 hrs.
(Friday)

Casa Loma Campus
160 Kendal Avenue
Tel: 967-1212 ext. 405
Office hours:
0800-1930 hrs.
(Monday to Thursday)
0800-1630 hrs.
(Friday)

Kensington Campus
21 Nassau Street
Tel: 967-1212, ext. 606, 608 or 609
Office hours:
0800-1930 hrs.
(Monday to thursday)
0800-1630 hrs.
(Friday)

St. James Campus
200 King Street East
Tel: 967-1212, ext. 504 or 510
Office hours:
0800-2000 hrs.
(Monday to thursday)
0800-1630 hrs.
(Friday)

Tuition Fees Fees are usually set at $1.00 per hour plus a $5.00 non-refundable registration fee. In some cases the fee may be higher to maintain limited enrolment.

The receipt issued at the time of payment of fees is the official receipt for income tax purposes; please retain it carefully, since a duplicate cannot be issued.

Anyone who has attained the age of 65 on or before the start date of the course will pay fees at the rate of $5.00 for courses up to 60 hours duration. For courses over 60 hours the fee will be $5.00 plus a prorated amount. Where applicable, the materials or equipment fee will be charged in addition.

Materials Fee Some courses have an additional charge for materials used.

Refunds To obtain a refund a student must apply in writing to the admissions office; forms are available at the campus office for this purpose.

Refunds will be made only if requested before the third scheduled session of the course. The $5.00 registration fee is not refundable. In addition a charge of $1.00 per hour of each scheduled session held prior to the date of application for refund will be made, whether or not the student attended classes. If a course is cancelled, full refund will be made.

Requests for refunds must be accompanied by the official receipt.

Change of Course Students wanting to change course must apply in person to the campus admissions office for authorization and any required fee adjustment.

Part-Time Studies During The Day Enrolment in regular day subjects or courses is possible. For further information call 967-1212 or direct inquiries to the day-school admissions office.

Prerequisites Candidates are advised that many of the courses require considerable related experience. Prerequisites stated are the minimum requirement.

Minimum Enrolments The college reserves the right to cancel any class for which attendance has dropped below the required minimum and to suspend or combine during the session any classes in which attendance falls below the minimum.

Textbooks and Supplies
Textbooks and supplies for all part-time courses may be purchased at the individual campus bookstores.

Certification Applicants should inquire at the time of registration concerning certification and accreditation.

Changes in Course Offerings The description of course offerings contained in this calendar is a statement of intention on the part of the College which will be carried out as closely as circumstances permit. However, the College reserves the right to cancel or to change any of the particulars of course offerings without notice.

Academic Studies

Academic Upgrading/College Preparatory

These courses are designed for those who wish to upgrade their academic standing for self-development and career improvement and for entry into Apprenticeship, Vocational training and two-year diploma programs offered at Colleges of Applied Arts and Technology.

English Upgrading 8 ENG 906

Tuesday, 1900-2200 hrs.
Casa Loma Campus
50 hours
Fee: $30.00

Prerequisite: Grade 7 English or equivalent.
Course Content: A basic course emphasizing grammar, usage, spelling, vocabulary, reading, and compositional skills. For students who have been out of school a number of years, this course is an excellent means of refreshing basic language skills and preparing for more advanced courses in English upgrading. Instruction will be individualized although group instruction will be offered as well.

Start dates:
September 18, 1979
January 29, 1980

English Upgrading 9 ENG 907

Tuesday, 1900-2200 hrs.
Casa Loma Campus
50 hours
Fee: $30.00

Prerequisite: English 906 or equivalent.
Course Content: Grammar and usage in considerable detail with application to writing assignments at each session. Punctuation. Spelling. Vocabulary development. Reading. Group teaching techniques will be used as well as individualized instruction.

Start dates:
September 18, 1979
January 29, 1980

English Upgrading 10 ENG 908

Tuesday, 1900-2200 hrs.
Casa Loma Campus
50 hours
Fee: $30.00

Prerequisite: English 907 or equivalent.
Course Content: Brief review of grammar and punctuation as required. Emphasis will be on developing proficiency in vocabulary, reading and writing skills. Writing skills portion of course will involve descriptive, expository and narrative writing, short reports, precis writing, introductory business letters; and short essays.

Start dates:
September 18, 1979
January 29, 1980

English Upgrading 11 ENG 909

Monday and Wednesday
1900-2200 hrs. (Fall and Winter)
1730-2030 hrs. (Summer)
Kensington Campus
60 hours
Fee: $30.00

Prerequisite: Grade 10 English or ENG 908.
Course Content: Basic communications designed to improve reading rate and comprehension, vocabulary range, principles of discussion and debates; the English language in terms of origin, factors that cause a language to change and standards of usage; essays emphasizing creativity will also be required. Detailed analysis of the short story, poetry and short plays from Twentieth Century literature.

Start dates:
October 1, 1979
January 28, 1980
June 2, 1980

English Upgrading 12 ENG 910

Monday and Wednesday
1900-2200 hrs. (Fall and Winter)
1730-2030 hrs. (Summer)
Kensington Campus
60 hours
Fee: $30.00

Prerequisite: Grade 11 English or ENG 909.
Course Content: Techniques used by various writers as guidelines for the students in assessing their own work; listening and oral skills with emphasis on debates, presentations, and simulated meetings; detailed analysis of representative twentieth century writers with emphasis on drama and novels.

Start dates:
October 1, 1879
January 28, 1980
June 2, 1980

Mathematics Upgrading 8 MATH 906

Thursday, 1900-2200 hrs.
Casa Loma Campus
50 hours
Fee: $30.00

Prerequisite: Grade 7 mathematics or equivalent.
Course Content: Whole numbers, fractions, decimals, percent, ratio and proportion, introduction to metric system and use of calculators. Individualized instruction.

Start dates:
September 20, 1979
January 31, 1980

Mathematics Upgrading 9 MATH 907

Thursday, 1900-2200 hrs.
Casa Loma Campus
50 hours
Fee: $30.00

Prerequisite: Math 906 or equivalent.
Course Content: Brief review of fractions, decimals, and percent. Powers, square roots, metric system, mensuration and introductory algebra. Individualized instruction.

Start dates:
September 20, 1979
January 31, 1980

Mathematics Upgrading 10 MATH 908

Thursday, 1900-2200 hrs.
Casa Loma Campus
50 hours
Fee: $30.00

Prerequisite: Math 907 or equivalent.
Course Content: Properties of triangles, circles, theorem of Pythagoras, volume, weight and capacity, multiplication and division of monomials and binomials, linear equations, simultaneous equations introductory trigonometry Individualized instruction.

Start dates:
September 20, 1979
January 31, 1980

Mathematics Upgrading 11 MATH 909

Tuesday and Thursday
1900-2200 hrs. (Fall and Winter)
1730-2030 hrs. (Summer)
Kensington Campus
60 hours
Fee: $30.00

Prerequisite: Grade 10 Mathematics or MATH 908.
Course Content: Brief review of grades 9 and 10 algebra; exponents, scientific notation and formulae; logarithms; mensuration; ratio and proportion; real number system and quadratic surds; plane trigonometry.

Start dates:
October 2, 1979
January 29, 1980
June 3, 1980

Mathematics Upgrading 12 **MATH 910**

Tuesday end Thursday
1900-2200 hrs. (Fall and Winter)
1730-2030 hrs. (Summar)
Kensington Campus
60 hours
Fee: $30.00

Prerequisite: Grade 11 Mathematics or MATH 909.
Course Content: Brief review of grade 11 algebra; open sentences, equations, and inequalities; relations, functions, and their graphs; quadratic equations; sequences and series; numerical trigonometry.

Start dates:
October 2, 1979
January 29, 1980
June 3, 1980

Biology **BIO 900**

Monday end Wednesday
1900-2200 hrs. (Fall and Winter)
1730-2030 hrs. (Summer)
Kensington Campus
75 hours
Fee: $30.00

Prerequisite: Grade 10 Science or SCI 908.
Course Content: Human anatomy and physiology at the grade 11 or 12 level; structure and function of the various body systems with laboratory work.

Start dates:
October 1, 1979
January 28, 1980
Juna 2, 1980

Chemistry **CHEM 900**

Tuesday and Thursday
1900-2200 hrs. (Fall and Winter)
1730-2030 hrs. (Summer)
Kensington Campus
75 hours
Fee: $30.00

Prerequisite: Grade 10 Science or SCI 908.
Course Content: Grade 11 or 12 level; introductory college chemistry with laboratory work.

Start dates:
October 2, 1980
January 29, 1980
Juna 3, 1980

Physics **PHY 900**

Tuesday and Thursday
1900-2200 hrs.
Kensington Campus
75 hours
Fee: $30.00

Prerequisite: Grade 10 Science or SCI 908 and Grade 11 Math or MATH 909.
Course Content: Grade 11 or 12 level Mechanics, heat and electricity.

Start date:
January 29, 1980

Advanced Technical Evening Classes (A.T.E.C.)

Mathematics I **MATH 100X**

Tuesday, 1900-2200 hrs.
Cese Loma Campus
60 hours
Fee: $65.00

Prerequisite: Grade 12 Math, MATH 910, or equivalent.
Course Content: Computations with measured quantities; exact and approximate numbers; scientific notation; analysis or error; slide rule and scales. Algebra, Logarithms, Trigonometry and Analytic Trigonometry.

Start dates:
October 2, 1979
Jenuery 29, 1980

Methematics II **MATH 200X**

Tuesday, 1900-2200 hrs.
Cese Loma Campus
60 hours
Fee: $65.00

Prerequisite: MATH 100 or equivalent.
Course Content: Algebraic notations: binomial theorem, Trigonometry. Analytic Geometry: the straight line, loci, conics, second degree equations. Differential Calculus: limits, derivatives of product, quotient and power functions, rate of change, maxima and minima. Integration: indefinite and definite integrals, areas under the curve, volumes of revolution.

Start dates:
October 2, 1979
Jenuery 29, 1980

Mechenics I **MECH 100X**

Monday, 1900-2200 hrs.
Case Loma Campus
60 hours
Fee: $65.00

Prerequisite: MATH 100 or equivalent (prior to or concurrent with Mechanics 1).
Course Content: Basic principles of statics: coplanar, parallel and concurrent force systems, friction, centroids and centres of gravity, second moments of areas. Dynamics: basic principles, rectilinear motion, work, energy and power, impulse, momentum, impact.

Stert detes:
Octobar 1, 1979
Jenuery 28, 1980

Physics I **PHY 100X**

Wednesday 1900-2200 hrs.
Cese Loma Campus
60 hours
Fee: $65.00

Prerequisite: MATH 100 or equivalent.
Course Content: Properties of matter, mechanics: force, motion, speed, velocity, acceleration, projectiles, momentum, simple machines, work, friction, elasticity. Heat: temperature measurements, heat transfer, expansion, heat units, latent and super heat. Sound waves. Light: intensity, inverse square law, speed of light, ray optics, wave optics including lenses, interference, diffraction and polarization. This course is taught in SI units.

Start date:
October 3, 1979

Career Improvement

Methematics **MATH 530X**

Tuesday, 1900-2200 hrs.
Cese Loma Campus
60 hours
Fee: $65.00

This course is designed to prepare the student for future studies at the post-secondary level in technical Mathematics; also suitable for electrical apprentices who require credit at the intermediate and advanced levels.
Course Content: Algebraic operations, factoring, linear and quadratic equations, trigonometry, solution of right angle and oblique triangles, logarithms and vectors.

Start dates:
October 2, 1979
January 29, 1980

Trade
Methamatics I **MATH 610X**

Tuesday, 1900-2200 hrs.
Cese Lome Campus
45 hours
Fee: $50.00

This course is designed for tradesmen, apprentices, and persons desiring a foundation in trade Mathematics — basic and intermediate levels for most trades.
Course Content: Whole numbers, fractions, decimals and percentages applied to trade problems; square root calculations and the Pythagorean theorem; calculations involving circles, triangles, compound areas and volumes; manipulation of trade formulae.

Start detes:
October 2, 1979
January 29, 1980

Trade Mathematics II — MATH 630X

Tuesday, 1900-2200 hrs.
Cese Lome Campus
45 hours
Fee: $50.00

This course is designed for tradesmen, apprentices and persons desiring advanced study in trade mathematics — intermediate and advanced level for most trades.
Course Content: Manipulation of more complex trade formulae; mensuration; graphs, charts and trade estimating; ratio, proportion and variation; the slide rule.

Start detes:
October 2, 1979
Jenuery 29, 1980

Medicel Terminology Part I — ANAT 100X

Tuesdey, 1900-2200 hrs.
Cese Lome Campus
30 hours
Fee: $35.00

Course Content: Terminology related to normal structure and function of the various body systems.
NOTE: ANAT 100X is a compulsory subject for the Business and Commerce part-time Court Reporters certificate program.

Start detes:
October 2, 1979
January 29, 1980

Pre-Nursing Biology — BIO 910

Wednesdey, 2000-2200 hrs.
Location to be ennounced
30 hours
Fee: $35.00

To introduce students to the concepts of biology necessary for entrance into Nursing Diploma and Dental Programs. To be taken in conjunction with CHEM 910 unless directed otherwise.

Start dete:
February 26, 1980

Pre-Nursing Chemistry — CHEM 910

Wednesdey, 1800-2000 hrs.
Location to be ennouncad
30 hours
Fee: $35.00

To introduce students to the concepts and formulas of chemistry necessary for entrance into Nursing Diploma and Dental Programs.
To be taken in conjunction with BIO 910 unless directed otherwise.

Start dete:
February 26, 1980

Psychology Introductory — PSY 161X

Monday end Wednesday
1900-2200 hrs.
St. Jemes Campus
60 hours
Fee: $65.00

Course Content: Concepts and theories of psychology: learning, motivation, individual differences; application to practical issues in business and personal life, helping the student to understand himself and others.

Start dete:
Septembar 11, 1979

English for New Canedians — ENG 904

3 hours delly
St. Jemas Campus
60 hours
Fee: $65.00

Classes begin weekly; individual programming.
Course Content: Designed for persons whose native language is not English, but who possess an ability in English equivalent to that acquired from a basic course in English-as-a-Second-Language. Each student will be tested to determine areas of need and an individual program in language skills will be prepared; emphasis on vocabulary building, correct usage of expressions, idioms, sentence building, reading skill, composition, pronunciation, inflection, accent and conversation.

Effective Speaking for Menagers — ENG 917

Tuesdey, 1900-2130 hrs.
St. Jemas Campus
40 hours
Fee: $45.00

Prerequisite: Fluency in oral English and writing skills equivalent to English 908.
Course Content: This course will include instruction on conducting meetings and seminars; successful interview techniques; telephone technique; short speeches; introductions; and confidence building techniques. Participants will be required to take an active role in this course. Video-taping will be employed extensively.

Start detes:
October 2, 1979
Jenuery 30, 1980

Effective Reeding — ENG 918

Wednesdey, 1900-2130 hrs.
St. Jemes Campus
40 hours
Fee: $45.00

Prerequisite: Fluency in oral and written English.
Course Content: For persons who are held back on the job or in their studies by low reading comprehension. Vocabulary skills will be emphasized. Participants will commence reading at their current functioning level and be taught how to improve their comprehension and rate of reading. Teaching materials will be highly individualized. Instruction will take place in a modern language centre.

Start detes:
October 3, 1979
Jenuery 30, 1980

Breeking Into Print — ENG 919

Thursday, 1900-2200 hrs.
St. Jemes Campus
35 hours
Fee: $50.00

This course combines mini-lectures with an informal writers' workshop. It covers all phases in creating and selling non-fiction (articles, interviews, reviews, editorials) and fiction (stories, plays, poems). If you have a strong urge to break into print and you feel you have the necessary talent, this course will gratify that urge and groom that talent. This course does *not* guarantee a professional career; it will help you, however, in avoiding the prolonged trial and error in working on your own. It will take you, step by step, from recognizing the marketable "story idea" to submitting a professional-looking manuscript to the most likely buyer. This writers' workshop will be conducted by a veteran writer-editor.

Start dete:
Octobar 4, 1979

Astrology (Beginners) — ASTR 900

Thursdey, 1800-2000 hrs.
Cesa Loma Campus
40 hours
Fee: $45.00 (plus $15.00 examination fee which is to be paid to the Institute for Astrological Studies).

Course Content: Elements of Astrology; origin and history of Astrology; signs, planets, houses and their relationships. Students will be examined at the end of this basic course before they can continue to the Intermediate course. Information on the requirements for Institute membership is available by telephoning 923-5019.

Start detes:
October 4, 1979
Jenuery 4, 1980

Astrology (Intermediete) — ASTR 901

Monday, 1900-2100 hrs.
Cese Loma Campus
60 hours
Fee: $65.00 (plus a fee of $15.00 for each of two examinations, one of which will follow each section of the course. Examination fees are to be paid to the Institute for Astrological Studies.)

Prerequisite: Successful completion of the examination at the Beginner's level. The Intermediate level comprises two half courses.
Course "A" Content: Chartmaking, geography, measuring positions of stars and planets, logarithms, mathematics of Astrology.
Course "B" Content: Aspects and introduction to chart interpretation. Students will be examined at the end of each half course and must successfully complete this level before they can continue to the Advanced level course.

Start detes:
Octobar 2, 1979
January 22, 1980

Astrology (Advancad) **ASTR 902**

Thursday, 1900-2100 hrs.
Casa Loma Campus
60 hours
Fee: $65.00 (plus a $15.00 examination fee which is to be paid to the Institute for Astrological Studies.)

Prerequisite: Successful completion of the examination at the Intermediate level.
The course provides knowledge of Astrological chart interpretation for examination and credit by the Institute of Astrological Studies.
Course Content: Planetary patterns and interpretation. Establishing birth times. Correcting charts and problem charts. The use of psychology in chart interpretation. The ethics of an astrologer.

Start date:
October 4, 1979

Note: Information about the ENG 201X (English and the Business World) can be found in the Clerical and Secretarial Skills section of Business and Commerce.
Information about the EC 903 (Economics) can be found in the Accounting and Bookkeeping section of Business and Commerce.

Coatings Technology

The following courses leading to certification jointly with the Toronto Society for Coatings Technology will be offered in the year 1979/80. In subsequent years other optional courses will be offered.
COAT 901, COAT 907, CHEM 912, CHEM 913 and PHY 910 are offered as a package on Saturdays and students must register for all courses in the package at a combined fee of $185.00. Saturday times: 0900-1500 hrs.
More information about the Coatings Technology program, certification requirements and timetabling may be obtained by phoning 967-1212, ext. 523.

Organic Coatings **COAT 901**

Thursday, 2000-2200 hrs.
Saturday
St. James Campus
Fee: $65.00

Introduction, oils, solvents, pigments, natural and synthetic resins, driers and additives, formulation, formation and structure of coating films, lacquers, varnishes, trade sales (solvent based, water borne), industrial, corrosion/chemical resistant, powder coatings, specialty coatings, inks, surface preparation, dispersion and application methods.

Start date:
October 4, 1979

Rasins "A" **COAT 902**

Tuesday, 1900-2200 hrs.
St. James Campus
45 hours
Fee: $50.00

Raw materials, manufacture, types, chemistry of unsaturated polyesters, alkyds and epoxies.

Start date:
October 2, 1979

Rasins "B" **COAT 903**

Tuesday, 1900-2200 hrs.
St. James Campus
45 hours
Fee: $50.00

Raw materials, manufacture, types, chemistry of poly-urethanes, acrylics, emulsion technology.

Start date:
January 29, 1980

Coatings Laboratory **COAT 907**

Wednesday, 1800-2200 hrs.
Saturday
St. James Campus
60 hours
Fee: $65.00

Prerequisite: COAT 901 or equivalent.
Testing of raw materials: solvents, pigments, binders. Preparation and testing of coatings: solvent based, water borne paints, varnishes, lacquers. Report writing. Enrollment limited.

Start dates:
October 3, 1979
January 23, 1980

Inorganic Chemistry **CHEM 912**

Saturday
St. James Campus
15 hours
Fee: $20.00

Atomic theory, structure of the atom, periodicity, chemical reactions; gases, liquids, solids, kinetic theory; solutions, solubility and ions; chemical bonding; equilibrium in chemical reactions; acids, bases, pH; redox; corrosion.

Start date:
October 6, 1979

Organic Chemistry **CHEM 913**

Saturday
St. James Campus
30 hours
Fee: $35.00

Structure of organic molecules; saturated hydrocarbons; unsaturated hydrocarbons; aromatic hydrocarbons; halogen compounds; alcohols; phenols; ethers; aldehydes and ketones; carboxylic acids and their derivatives; amines.

Start date:
October 6, 1979

Physics **PHY 910**

Saturday
St. James Campus
15 hours
Fee: $20.00

Measurement; matter; work and energy; simple machines; buoyancy and specific gravity; force and pressure; gases and pressure, heat; electricity; light and color.

Start date:
October 6, 1979

NOTE: Students wanting to anrol in Saturday courses must contact B. Paars at 967-1212, ext. 523 bafora registering.

Language Training

Pra-Intarmadiata English **LT 813**

Monday and Wednesday
or Tuesday and Thursday
1900-2100 hrs.
College Campus
50 hours
Fee: $55.00

Course Content: This is a course for English as a second language learners who wish to proceed to Intermediate English. The course will concentrate on grammar but will include listening comprehension and pronunciation. There may also be some work in our language laboratory. Successful completion of this course would allow the student to continue studying English at a higher level.

Start datas:
Saptambar 17, 1979
January 28, 1980
May 26, 1980

Intarmadiata English **LT 812**

Monday and Wednesday
or Tuesday and Thursday
1900-2100 hrs.
College Campus
50 hours
Fee: $55.00

Course Content: This is a course for second language learners who already know some English. Most of the course will be devoted to grammar but there will be some time for the following areas: speaking, reading, writing and listening comprehension. There may be some work in our language laboratory to improve stress and intonation. Students who successfully complete this Intermediate Course will qualify for the Advanced Course in English offered at College Campus.

Start datas:
Saptambar 17, 1979
January 28, 1980
May 26, 1980

Advanced English **LT 803**

Monday and Wednesday
or Tuesday and Thursday
1900-2100 hrs.
College Campus
50 hours
Fee: $55.00

Course Content: For students who have already learned to speak and write basic English; includes reading comprehension and developing conversational skills.
Note: Arrangements can be made for students of this class to write the Michigan Test at this campus.

Start datas:
Saptambar 17, 1979
January 28, 1980
May 26, 1980

A Practical Coursa in Teeching English es e Sacond Languaga to Adults **LT 912**

Monday and Wednesday
1915-2115 hrs.
College Campus
120 hours
Fee: $125.00

Prerequisite: Applicants should be native speakers of English with demonstrable expertise in the Canadian dialect. An exception could be made if a non-native speaker were judged to have equivalent fluency. Preference is given to those involved in the field.
Course Content: The course offers the person inexperienced in teaching E.S.L. a sound theoretical and practical foundation in the art. It offers the experienced E.S.L. teacher a review of modern theory and methodology. Other subjects include English phonology and grammar, contrastive studies, intercultural studies, teaching aids, language labs, material development and evaluation. Practical experience in the classroom is included. Enrolment is limited. To obtain an application form please phone 967-1212, Ext. 307.

Start data:
Septembar 24, 1979

Convarsational English for New Canadiens **LT 818**

Monday and Wednasday
1900-2100 hrs.
Collage Campus
40 hours
Fee: $45.00

This course is designed for high intermediate and advanced students of English As A Second Language. The emphasis will be on developing conversational fluency. There will be no formal instruction in English grammar; therefore, students with grammar problems should register in Pre-intermediate E.S.L. (LT 813) or Intermediate E.S.L. (LT 812). Some segments of these conversation activities will be video-taped in order to help students assess their performance.

Stert detes:
September 24, 1979
January 28, 1980
Juna 9, 1980

Writing For Advenced Studants of English As A Second Languaga **LT 819**

Monday 1900-2130 hrs.
College Campus
25 hours
Fee: $30.00

This course is designed for high intermediate and advanced students of English As A Second Language. Guidance and practice in the art of clear written communication is offered. Participants will choose the particular type of writing that is a problem for them. Instruction will develop out of these specific writing problems.

Stert datas:
October 1, 1979
Jenuery 21, 1980
June 2, 1980

English Pronunciation **LT 917**

Tuesdey, 1900-2100 hrs.
College Campus
20 hours
Fee: $25.00

This course is designed for students of English As A Second Language at all levels. In this short course the emphasis will be totally on developing good speech production knowledge and habits. Use of the language laboratory will be a part of the course. There will be no formal instruction in grammar.

Stert detes:
September 25, 1979
Jenuery 29, 1980
Juna 10, 1980

Lenguege Test Preparation **LT 916**

Mondey and Wednesdey
1900-2100 hrs.
Collega Campus
50 hours
Fee: $55.00

This course is designed for intermediate and advanced students of English As A Second Language who are planning to write tests of language proficiency such as the Michigan Test or the TOEFL (Test Of English As A Foreign Language). Intensive work will be done in the following areas: listening, reading, comprehension, writing, grammar and vocabulary.

Stert detes:
October 1, 1979
Jenuery 21, 1980
Juna 2, 1980

Speeking Canedien French (Besic) **LT 804A**

Tuesdey and Thursdey
1900-2100 hrs.
College Campus
50 hours
Fee: $55.00

Course Content: This course offers general French language development appropriate to the individual's competence; language is presented in relevant French-Canadian sociocultural context.

Start detes:
September 18, 1979
Jenuery 15, 1980
June 3, 1980

Speeking Canadien French (Intermadiate) **LT 804B**

Tuesday and Thursday
1900-2100 hrs.
Collage Campus
50 hours
Fee: $55.00

Course Content: This course offers general French language development appropriate to the individual's competence; language is presented in relevant French-Canadian sociocultural context.

Start detes:
September 18, 1979
Jenuary 15, 1980
Juna 3, 1980

Spanish Lenguega and Heritege (Basic) **LT 808A**

Mondey and Wednesday
1900-2100 hrs.
Collega Campus
50 hours
Fee: $55.00

Course Content: Development of facility in both speaking and the writing of the language; language instruction will be given in contexts that reflect the most notable features of Spanish Culture, particularly the cultures of the Spanish-speaking countries in South America.

Stert detes:
Septembar 17, 1979
Jenuery 14, 1980

Standard Arabic for Beginners **LT 918**

Mondey and Wednesday
1900-2100 hrs.
Collage Campus
60 hours
Fee: $65.00

This course will offer a basic knowledge of the Modern Standard Arabic language which is used throughout the Arab world. Special attention will be given to conversational skills and content will focus on contemporary Arab values. Class activities will concentrate on situations relevant to those engaged in business with the Arab world.

Start datas:
Septembar 17, 1979
January 14, 1980
June 2, 1980

Architectural Technology

Carpentry I **CAR 901**

Thursdey, 1900-2200 hrs.
Casa Loma Campus
30 hours
Fee: $35.00

Course Content: This course is for the handyperson who is interested in the proper use of power and hand tools for projects usually found around the home or cottage such as hanging and trimming doors, installing locks and all those other jobs and repairs that require the knowledge of simple but efficent carpentry work.

Start datas:
Octobar 4, 1979
January 24, 1980

Carpentry II **CAR 902**

Wednesday, 1900-2200 hrs.
Casa Loma Campus
60 hours
Fee: $65.00

Prerequisite: Employment in the Carpentry trade.
Course Content: Roof framing — equal pitch, basic stair building and national residential building code. Approximately 20 hours classroom theory, 40 hours practical.

Start date:
Octobar 3, 1979

Cabinet-Meking (Elementery) **CAR 900**

Tuesday, 1900-2200 hrs.
Casa Loma Campus
60 hours
Fee: $65.00

This course is for the beginner home craftsman who wishes to learn the simplest joinery methods and woodworking practices used in furniture and cabinet making.

Upon completion, the student should be able to develop and layout their own projects at home using the construction details provided in this course.

Start data:
Octobar 2, 1979

Brickleying **MAS 900**

Thursday, 1900-2200 hrs.
Casa Loma Campus
60 hours
Fee: $65.00

Course Content: The tools, equipment and materials used by the bricklayer, types and sizes, characteristics of bricks, types and preparation of mortars using various bonding agents in all weather, layout of walls, pilasters and piers using various bonds.

Start data:
Octobar 4, 1979

Plumbing Design and Installetion **PLUM 904**

Tuesdey and Thursdey,
1900-2200 hrs.
Casa Loma Campus
60 hours
Fee: $65.00

Prerequisite: Ontario Certificate of Qualification in Plumbing.
In order to obtain a master's plumbing licence, examination is required. In addition to comprehensive knowledge of the provincial plumbing code the candidate is expected to be familiar with such related areas as pertinent labour legislation, application of discounts, overhead and profits, and material take-off. The course is designed to encompass such areas in preparation for examination.

Start date:
Octobar 2, 1979

Plumbing Besic **PLUM 900**

Wednesday, 1900-2200 hrs.
Casa Loma Campus
60 hours
Fee: $65.00

This course is intended to provide an introduction to domestic plumbing theory and practice. Instruction will be given in pipe materials and fittings, measurement, basic house design, trapping and venting. Some "hands on" skills will be demonstrated and students given the opportunity to use the common pipe fitting tools.

Start dete:
October 3, 1979

Plumbing Qualificetion **PLUM 902**

Tuesdey end Thursday
1900-2200 hrs.
Casa Loma Campus
60 hours
Fee: $65.00

Persons eligible to write the Provincial Certificate of Qualification require to possess a fairly thorough knowledge of plumbing theory in order to be successful. This course is designed to be a refresher for people who have already trained and/or require upgrading. It is general in scope and includes review of the provincial plumbing code.

Start dates:
October 2, 1979
January 22, 1980
April 8, 1980

Plumbing Repair end Installetion for the Homeowner **PLUM 905**

Monday and Wednesdey
1900-2200 hrs.
Cese Loma Campus
30 hours
Fee; $35.00

Course Content: Repair and installation of ball cock valves, sink and basin faucets, common plumbing fixtures, clearing of stoppages, jointing of copper, cast iron and A.B.S. Plastic piping and steel pipe, domestic hot water tanks and valves, septic tanks, permits and inspections.

Start dete:
October 1, 1979

Sheet Metal Pattern Drefting **SM 904**

Monday and Wednesday
1900-2200 hrs.
Cese Loma Campus
60 hours
Fee: $65.00

Prerequisite: Some familiarity with layout methods and procedure.
Course Content: This course is offered to those who wish to increase their knowledge of the radial and triangulation development methods. In the case of apprentices it will provide a supplementary credit.

Start data:
October 3, 1979

Sheet Metal Thaory **SM 907**

Mondey and Wednesdey,
1900-2200 hrs.
Casa Lome Campus
60 hours
Fee: $65.00

A concentrated course in sheet metal theory (*not pattern layout*) prepared to assist those persons who intend to write the Provincial Certificate of Qualification Examination. Due to the concentrated nature of the course, it is assumed that the students are already trained in the sheet metal trade and are primarily in need of review.

Start dete:
Octobar 1, 1979

Stationery Engineering Courses

Casa Lome Campus
90 hours
Fee: $95.00

Prerequisites: Enrolment in any of these courses does not automatically entitle the student to write Ministry examinations for accreditation toward certification. It is the responsibility of the student to determine eligibility with the Ministry of Colleges and Universities.
Course Content: The following courses are each of 90 hours duration and will encompass modular content as time permits.

STAT 901 Stationary Engineering — 1st Class — Wednesday
STAT 902 Stationary Engineering — 2nd Class — Monday
STAT 903 Stationary Engineering — 3rd Class — Tuesday
STAT 904 Stationary Engineering — 4th Class — Thursday

Start detes:
The weak beginning
October 1, 1979

Blueprint Reading for Machine Tredes **ENDR 910**

Tuesday, 1900-2200 hrs.
Cesa Loma Campus
60 hours
Fee: $65.00

The aim of this course is to provide tradesmen with a basic understanding blueprint reading.
Course Content: A study of orthographic and pictorial drawing systems. Freehand sketches of machine parts using multiview, isometric and oblique projections. The interpretation of industrial blueprints including notes, specifications, dimension, tolerances and surface finish.

Start data:
October 2, 1979

Blueprint Reading for the Welding Trade — ENDR 572

Tuesday, 1900-2200 hrs.
Cesa Loma Campus
60 hours
Fee: $65.00

The aim of this course is to provide welders with a basic understanding of blueprint reading.
Course Content: A study of orthographic and pictorial drawing systems. Freehand sketching; sketches of welded parts using multiview projection and basic dimensioning principles. A study of welded detail and assembly blueprints, including auxiliary views, scale drawings, shop notes, dimensions, tolerances, small tool operations, sectional views and conventional practices. The interpretation of welding symbols.

Start dete:
October 2, 1979

Blueprint Reading for Millwrights — Part 1 — ENDR 912

Tuesday, 1900-2200 hrs.
Cesa Lome Campus
60 hours
Fee: $65.00

The purpose of this course is to provide tradesmen with a basic understanding in blueprint reading.
Course Content: Basic drafting principles; instruments, line work, pencil drawing techniques. The threeview drawing system. Principal views and single auxiliary views. Freehand sketching. Basic dimensioning principles. The study of blueprints typical of the trade.

Start dete:
October 2, 1979

Blueprint Reading for Millwrights — Part 2 — ENDR 913

Tuesdey, 1900-2200 hrs.
Case Lome Cempus
60 hours
Fee: $65.00

Prerequisite: Part 1 — ENDR 912 or equivalent.
This course is intended for tradesmen who wish to obtain a greater knowledge of trade blueprint reading.
Course Content: Advanced studies of blueprints, auxiliary views, sectional views, dimensioning systems, classes of machine fits and tolerances; manufacturing processes and material specifications; fastening devices, welding symbols; structural steel, standard shapes; structural layouts, piping drawings, theory of drives, spur and bevel gearing, couplings, "V" belts, hydraulics, use of industrial catalogues, the study of shop and field installation drawings.

Start dete:
October 2, 1979

Blueprint Reading for Ironworkers — Part 1 — ENDR 950

Monday, 1900-2200 hrs.
Cese Lome Cempus
30 hours
Fee: $35.00

A basic course in Blueprint Reading including; the projection system, principal views, dimensioning, tolerances, scales, sectional views, sketching, and a study of basic structural blueprints.

Start dete:
October 1, 1979

Technicial Drewing — 1 — ENDR 901

Thursdey, 1900-2200 hrs.
Cese Lome Cempus
60 hours
Fee: $65.00

An introduction to drawing office practice, including instruction in the use of instruments, lettering, linework, applied geometry, third angle orthographic projection, oblique and isometric drawings, freehand sketching, conventions and symbols, sections, tolerances, limits and fits, surface roughness, gears, cams, pipe fittings and layouts, electrical drawings, layout and assembly drawings.
This course may be combined with ENDR 140.

Stert dete:
October 4, 1979

Process Piping Drefting — Part 1 — A.T.E.C. Program (Approvad) — ENDR 903

Wednesday, 1900-2200 hrs.
Cesa Lome Cesmpus
60 hours
Fee: $65.00

Prerequisite: Basic knowledge of mechanical drafting, ENDR 901 or equivalent.
The purpose of the course is to introduce to the draftsperson the specialized techniques of process piping drawing.
Course Content: Introduction to orthographic and pictorial piping drawing using single and double line representation, including piping symbols, fittings, valves, piping standards and classifications, schematics and flow diagrams. Materials, fabrication andsimplified piping layout.

Start data:
October 3, 1979

Architecturel Drafting — Pert 1 — DR 900

Monday end Wednesdey
1900-2200 hrs.
Cesa Lome Campus
60 hours
Fee: $65.00

Course Content: Drafting equipment and procedure, Canadian symbols and conventions, foundation and floor plans for various types of construction, site plans, typical wall section, window details, door details, stair details. Introduction to metric drawings.

Stert dates:
October 1, 1979
Jenuery 21, 1980

Architecturel Drefting — Part 2 — DR 901

Monday end Wednesdey
1900-2200 hrs.
Cesa Lome Campus
60 hours
Fee: $65.00

Prerequisite: Successful completion of Part 1, employment in architectural drafting at the junior level, or graduation at the grade 12 level in architectural drafting.
This course runs on a two year cycle to assure continuation of DR 900 Architectural Drafting 1.
Course Content: Planning drawing layout; presentation drawing in the form of rendered plan and elevation; drawing plans, elevations, full sections, details and structural drawings of commercial or industrial buildings in metric and imperial systems.

Stert dates:
October 1, 1979
Jenuery 21, 1980

Architectural Art end Prasantation — Pert 1 — DR 902

Tuesdey,
Cesa Lome Campus
30 hours
Fee: $35.00

Prerequisite: Successful completion of DR 900 or equivalent, employment as a draftsperson or illustrator, or graduation at the Grade 12 level in Architectural Drafting.
Course Content: One and two point perspective, freehand approach and office method, interior and exterior sketching projects, shades and shadows, delineation techniques of furniture, trees, grass, etc. use of pencil, pen, markers and letratone.

Stert dates:
Jenuery 22, 1980
April 8, 1980

Blueprint Reading for the Construction Trades — DR 931

Tuesdey and Thursday
1900-2200 hrs.
Cesa Lome Campus
60 hours
Fee: $65.00

Credit toward ARDR 610 and 620. Intended for those working in all branches of the building trades and serves as a foundation for further study.
Course Content: Orthographic projection, dimensions, pictorial drawing, drawing to scale, symbols and conventions, standard construction plan study, construction details, plan reading and interpretation. Introduction to metric drawings.

Start dates:
October 2, 1979
Jenuary 22, 1980

Air Conditioning Residential and Small Commercial AIR 905

Monday and Wednesday 1900-2200 hrs. Casa Loma Campus 90 hours Fee: $95.00

Prerequisite: Employment in the heating or air conditioning industry as journeymen or equivalent.
Selection, installation and service of mechanical air cooled air conditioning equipment to five tons capacity.
Course Content: Refrigeration definitions, cycle compressors, condensers, evaporators, tubing and connections, safety instruments, electric motors, electrical applied to refrigeration motors, electrical circuits, certified equipment, predicting and controlling sound levels, winter operation, selection of equipment, estimating, installation start-up, air problems and measurement and service analysis.

Start dates: October 1, 1979 Febraury 4, 1980

Warm Air Heating and Air Conditioning HT 900

Wednesday, 1900-2200 hrs. Cesa Loma Campus 60 hours Fee: $65.00

Prerequisite: Grade 10 or equivalent.
For persons who have a general knowledge of house construction and who wish to acquire a working knowledge of the basic and more advanced techniques involved in the design and application of warm air heating and air conditioning systems and equipment.
Course Content: Heat loss and heat gain calculations by H.R.A. methods; components equipment and controls for heating and cooling, system specifications and duct sizing by H.R.A. manuals — "A" humidification and dehumidification, system balancing.

Start dete: October 3, 1979

Gas Fitter II HT 907

Monday end Wednasday, Tuesday end Thursday, 1900-2200 hrs. Cese Loma Campus 90 hours Fee: $95.00

This course is designed for persons presently engaged in the heating or appliance field, who wish to obtain the necessary knowledge to write the Energy Branch examination for the Gas Fitter II Licence.
Course Content: Properties of natural gas, fundamentals of combustion, gas piping, venting, appliance requirements, fundamentals of gas controls, conversion burners, commercial and industrial utilization, service problems, shop work.

Start dates: October 1, 2, 1979 February 4, 5, 1980

Gas Fitter I HT 910

Monday and Wednasday, 1900-2200 hrs. Casa Loma Campus 90 hours Fee: $95.00

Prerequisite: Applicants should have a full Gas Fitter II Licence and be employed in the industry. They will write an examination for the Gas Fitter I Licence.
Course Content: Fundamentals of combustion control, flame detection devices, firing systems, firing sequences and programs, logic diagrams, combustion controls, non-programming and programming, gas fired conversion burners and boilers, boiler classification and terminology, input calculations burner installations, fuel gas analysis and boiler efficiency, types of conversion burners and package boilers, required CGA valve train assemblies, schematic wiring diagrams, commercial hot water heaters, hot water heating units, systems, miscellaneous equipment, multiple hot water heating units, infra-red burners, make-up heaters and gas-fired air conditioning.

Start dates: October 1, 1979 January 21, 1980

Oil Burner III HT 905

Tuasday, 1900-2200 hrs. Cese Loma Campus 30 hours Fea: $35.00

Prerequisite: Grade 10 or working with associated trades.
This course is designed to prepare students to write examinations for Oil Burner Servicing Licence Class III.
Course Content: Types of domestic burners, parts of burners, filters, purposes of controls, settings for basic controls, fuel line problems, safety precautions, public relations, procedure for annual conditioning.

Start dates: October 2, 1979 Janeury 22, 1980

Oil Burner II HT 906

Monday end Wednasday 1900-2200 hrs. Casa Loma Campus 60 hours Fee: $65.00

Prerequisite: HT 905 or satisfactory experience.
This course is designed to prepare students to write the examination for Oil Burner Servicing Licence Class II.
Course Content: Theory of combustion. Types of burners, fuel units, transformers, combustion chambers, nozzles, tank installations, controls, heating systems, wiring diagrams, service procedures, regulations, public relations.

Start dates: October 1, 1979 January 21, 1980

Solar Heating Techniques HT 911

Tuesday, 1900-2200 hrs. Cese Lome Cempus 60 hours Fee: $65.00

Prerequisite: Employed in heating or related area.
Course Content: Fundamentals, solar radiation, solar collectors, heat storage, systems and controls, system sizing and costing.

Start dete: Octobar 2, 1979

Propene Gas AP 902

Monday and Wednesday, 1900-2200 hrs. Cesa Loma Campus 60 hours Fee: $65.00

Prerequisite: Grade 10 or equivalent.
Designed to prepare students to write the examination for the Propane Gas Fitter Licence.
Course Content: Properties of Propane Gas, basic requirements for field approved appliances, propane piping and tubing requirements, review of ventilation and combustion air, general requirements for appliance storage and handling, cylinder filling, location and storage, propane tanks, accessories and equipment, transports, tank trucks and the transportation of propane, propane as an engine fuel, vaporizers, indirect and direct fired cylinder systems for highway mobile vehicles, review of basic domestic gas burner controls and heating system, review of the domestic hot water heater.

Start datas: October 1, 1979 January 21, 1980

Appliance Servicing Part I (Electrical Fundamentals and Ranges) AP 903

Tuesday and Thursday, 1900-2200 hrs. Casa Loma Campus 60 hours Fee: $65.00

Prerequisite: Grade 10 or satisfactory equivalent.
Course Content: Nature of electricity, basic electrical quantities, Ohm's Law and its application, electrical circuits, magnetism and electromagnetism, electrical circuitry and fault finding, motors, power and heating effects, electrical measuring instruments, various switching devices, theory and test procedures of microwave and conventional ranges.

Start dates: October 2, 1979 Janeury 22, 1980

Appliance Servicing Pert II (Domestic Refrigaration) AP 904

Tuesday and Thursday, 1900-2200 hrs. Cese Lome Campus 60 hours Fea: $65.00

Prerequisite: Grade 10 or equivalent.
Course Content: Fundamentals, compression system of refrigeration, refrigerants, liquid feed devices, evaporators, compressors, condensers, electric motor controls, defrosting methods, food preservation, evaluating and charging, conditioners, circuit tracing, fault finding, service and analysis.

Start dates: October 2, 1979 Janurey 22, 1980

Appliance Servicing
Part III
(Laundry Equipment) AP 905

Monday and Wednesday,
1900-2200 hrs.
Casa Loma Campus
60 hours
Fee: $65.00

Prerequisite: Satisfactory completion of AP 903 or equivalent.
Course Content: Theory and operation of wringer and automatic washers, dryer, and dishwashers, fault finding and repair procedures, circuit tracing, service analysis.

Start date:
October 1, 1979

Air Conditioning
Design I AIR 900

Wednesday, 1900-2200 hrs.
Casa Loma Campus
60 hours
Fee: $65.00

Prerequisite: A reasonable knowledge of Mathematics and English at the Grade 10 level.
Covers the basic theory and application of air conditioning systems. It is offered for persons who have an interest in the heating and cooling of buildings and wish to acquire a working knowledge of the modern methods used for the design of air conditioning systems.
Course Content: Body comfort, air cycles; refrigeration cycle; heat sources and characteristics, cooling and heating load calculations for residences by H.R.A. Manual — I; air distribution. Duct design by H.R.A. Manuals selection and application of self-contained package air conditioning equipment; balancing air conditioning systems.

Start date:
October 3, 1979

Pneumetic Controls AIR 907

Thursday, 1900-2200 hrs.
Casa Loma Campus
30 hours
Fee: $35.00

Prerequisite: Employment in the Heating and Air Conditioning industry as a journeyman or equivalent.
Course Content: Introduction to pneumatic control circuits, typical applications to radiation, central fan heating, fan coil units, induction units, and year round air conditioning systems.

Start date:
October 4, 1979

Refrigeration — Part I REF 900

Tuesday and Thursday,
1900-2200 hrs.
Casa Loma Campus
60 hours
Fee: $65.00

Prerequisite: Employment in the refrigeration industry or allied trade.
Course Content: Refrigeration fundamentals and principles, compression system of refrigeration, properties of refrigerants, metering devices, expansion valves, evaporators, condensers, compressors, flow equipment, electric controls and control valves, lubrication, servicing (charging and evacuation), trouble shooting problems, shop demonstrations of silver brazing.

Start datas:
October 2, 1979
January 22, 1980

Refrigeration — Part II REF 901

Monday and Wednesday,
1900-2200 hrs.
Case Loma Campus
60 hours
Fee: $65.00

Prerequisite: Successful completion of REF 900 or equivalent experience.
Course Content: Review of fundamentals, defrost methods, time clocks, compressor drives, test instruments, meters and their application to trouble-shooting, pipe sizing and installation, heat calculations of walk-in freezers and coolers. Survey of refrigeration applications, control of humidity in refrigeration. Basic use of psychrometric chart, secondary refrigerants, liquid cooling, single phase and three phase motor starting relays, starters, contactors, overloads, their application and servicing. Heating and cooling thermostats, their design and application; safety precautions in trade.

Stert datas:
October 1, 1979
Jenuery 22, 1980

Refrigeration — Part III REF 902

Tuesday, 1900-2200 hrs.
Case Loma Campus
90 hours
Fee: $95.00

Prerequisite: REF 901.
To prepare the student to write the Certificate of Qualification examination.
Course Content: Roof top condensers; piping systems, brines, pumps, chillers, centrifugal compressors, heat pumps, symbols, starters and contactors, packaged units, humidifiers, dehumidifiers, spray apparatus, ponds, air cleaning equipment electronic and curtain, odour control, load calculation commercial and air conditioning, selection of equipment, pneumatic systems, control circuitry, trouble-shooting, safety.

Start date:
October 2, 1979

Metrication in Civil
Enginaering — Part II
(Municipel Servicas) CIV 901

Wednesday, 1900-2200 hrs.
Casa Loma Campus
30 hours
Fee: $35.00

Prerequisite: Employed in municipal works and design.
Covering hydraulic engineering and sanitary engineering.
Hydraulics of sewers and open channels: estimate of quantity of flow for culverts; open channels; flow friction formulas; Hazen-Williams and Manning formulas; rainfall intensity, watershed areas; determination of the quantity of flow for storm sewers. Drawing practice

Start date:
Januery 23, 1980

Stained Glass
Art Work ART 805

Tuesday end Thursday,
1900-2200 hrs.
Casa Loma Campus
60 hours
Fee: $65.00
Materials: $15.00

Course Content: History of glass and manufacturing processes, types of glass, colour. Lead-types and shapes. Copper foil techniques. Glass cutting, shaping, pattern layout, use of jigs, methods of assembly.

Start dates:
Octobar 2, 1979
Januery 24, 1980

Athletics and Recreation

Athletics and Recreation

Applied Underwater Science **AUS 800**

Wednesdays or Thursdays
1900-2200 hrs.
Case Loma Campus
51 hours
Fee: $56.00
Materials: $20.00

Locations: Wed. 186 Beverly Street (Central)
Thurs. Eastern Commerce High (East End), 16 Phin Avenue
This course is open to anyone with a demonstrated ability to swim and it covers all aspects of snorkeling and scuba diving leading to international certification. Open water dives and trips south may be arranged at the completion of the course. Students will require some equipment which will be discussed during the first session.

Start datas:
September 12 and 13, 1979
January 16 and 17, 1980
April 23 and 24, 1980

General Fitness **FIT 800**

Monday end Thursday
1900-2030 hrs.
Casa Loma Campus
20 hours
Fee: $25.00

Course Content: This course is designed to improve your fitness level in all areas. Two fitness tests are to be administered. The first test is essential in evaluating the individual's initial fitness or physical level. The exercise program is then designed specifically on the areas that need developing. Group size may range from 6-12 people and is led by an instructor. After the six-week program, there is a retest, which is important in determining the improvement made.
Note: Fitness tests will be administered during the week before class commencement or on the first night of classes. Please call Athletic Department. Tel. No. 967-1212, ext. 431, for an appointment.

Start dates:
September 17, 1979
October 29, 1979
Januery 7, 1980
Febraery 18, 1980
March 31, 1980

Yoga **YOGA 800**

Wednesday, 1900-2100 hrs.
Casa Loma Campus
24 hours
Fee: $29.00

The scientific technique of Traditional Yoga presented in this course will cover physical culture Asana; Pranayama — breathing; meditation — mind-training. This ancient technique concentrates on individual-self-development for perfect physical and mental well-being. It is strictly individual and teaches methods for independent use.

Start dates:
September 12, 1979
Janaury 9, 1980
April 2, 1980

Tennis (Beginners) **TENN 800**

Friday, 1700-1900 hrs.
Casa Loma Campus
16 hours
Fee: $21.00

Course Content: Learn the art of playing tennis. A beginning game of tennis requires skill on four basic strokes — forehand, backhand, volley, serve — plus footwork.

Start dates:
September 14, 1979
January 11, 1980
March 7, 1980
May 2, 1980

Tennis (Intermediate) **TENN 802**

Wednesday, 1900-2100 hrs.
Kensington Campus
16 hours
Fee: $21.00

Course Content: Practical skills required for participation at an advanced level are stressed, including the volley, different hits, footwork and methods of analyzing the sport.

Start dates:
September 12, 1979
Janaury 9, 1980
March 5, 1980
April 30, 1980

Tennis (Advanced) **TENN 804**

Friday, 1900-2100 hrs.
Casa Loma Campus
16 hours
Fee: $21.00

Course Content: Advance your knowledge and skills in tennis, with special attention given to forearm, backhand and serving plus tennis strategy.

Start dates:
September 14, 1979
Janaury 11, 1980
March 7, 1980
May 2, 1980

Laser Sailing (Beginners) **SAIL 900**

Monday to Friday
0900-1230 hrs or
1330-1700 hrs. or
1800-2130 hrs.
Saturday and Sunday
0900-1800 hrs.
Casa Loma Campus
17-1/2 hours
Fee: $95.00

Prerequisite: Demonstrated ability to swim.
This course teaches basic sailing techniques of how to handle and sail a single-handed dinghy (LASER). The fundamentals of seamanship and boat safety are covered. The course is given at Cherry Beach.

Start dates:
Every Monday or Saturday from June 16 to August 18, 1980.

Laser Sailing (Advanced) **SAIL 901**

Monday to Friday
0900-1230 hrs. or
1330-1700 hrs. or
1800-2130 hrs.
Saturday and Sunday,
0900-1800 hrs.
Casa Loma Campus
17-1/2 hours
Fee: $95.00

Prerequisite: Demonstrated ability to swim and sail.
This course teaches various racing techniques and tactics involving the single-handed dinghy (LASER) and includes practical racing experiences. The course is given at Cherry Beach.

Start dates:
Every Monday and Saturday from June 16 to August 18, 1980.

Standard First Aid **FIT 801**

Saturday and Sunday
0900-1700 hrs.
Casa Loma Campus
16 hours
Fee: $21.00 (plus $2.50 for the First Aid Certificate of the Canadian Red Cross)

Prerequisite: 16 years of age.
Course Content: This course will acquaint candidates with recognition of problems or cessation of breathing, severe bleeding, poisoning, level of consciousness and the care for these immediate emergencies. It will also give candidates the opportunity to practice techniques of transportation of suspected spinal injury victims as well as splinting of suspected bone fractures all in accordance with Canadian Red Cross Society standards.

Start dates:
September 22, 1979
Janary 21, 1980

Athletic Training **FIT 802**

Saturday and Sunday
0900-1700 hrs.
Casa Loma Campus
16 hours
Fee: $21.00

Prerequisite: Standard First Aid.
Course Content: This course will provide coaches, trainers, team managers and other personnel involved in sporting activities with basic concepts of injury recognition for a variety of athletic injuries. It will also offer possible techniques of prevention, legal considerations, immediate care modalities as well as rehabilitative exercises.

Start dates:
October 20, 1979
February 18, 1980

Preventive Conditioning **FIT 803**

Saturday and Sunday
0900-1700 hrs.
Casa Loma Campus
16 hours
Fee: $21.00

Prerequisite: Athletic Training.
Course Content: This course will apply the concepts of fitness training techniques as they relate to the prevention of athletic injuries. The student will learn to identify the demands placed on the body during various sports movements in terms of required muscle strength, flexibility, muscle endurance, cardiovascular endurance and body build as well as utilizing programming principles to establish conditioning programs that will help reduce sports injuries.

Start dates:
Novembar 17, 1979
March 18, 1980

Indoor Gardening I **GARD 800**

Tuesday, 1900-2100 hrs.
Casa Loma Campus
20 hours
Fee: $25.00

How to purchase and care for house plants. Plant identification and care, soils, fertilizers, propagation, insects and plant diseases, terrariums, growing plants under lights.

Start dates:
October 2, 1979
January 22, 1980
April 8, 1980

Indoor Gardening II **GARD 801**

Thursday, 1900-2100 hrs.
Casa Loma Campus
20 hours
Fee: $25.00

Prerequisite: Successful completion of Indoor Gardening I (Gard 800).
Course Content: Indoor Gardening II will cover essential elements of botany which apply to successful plant growth. This down-to-earth course in layman's language will enable the amateur indoor gardener to understand the effect of the environment on plants grown indoors and in greenhouses. Primarily a theory course, the knowledge gained will enhance and supplement the information given in Indoor Gardening I.
Areas to be covered in this course include plant cells, roots, leaves, stems, transpiration, conduction, absorption, photosynthesis, respiration, flowering and seeding, and factors influencing growth.

Start dates:
October 4, 1979
January 24, 1980
April 10, 1980

Indoor Gardening III **GARD 802**

Wednesday, 1900-2100 hrs.
Casa Loma Campus
20 hours
Fee: $25.00

Prerequsite: GARD 801.
Course Content: The study of soil structure, content, texture, reactions, soil additives, soil mixes, influences on plant growth, and root development.

Start date:
January 23, 1980

Flowar Arranging **GARD 803**

Tuesday and Thursday
Casa Loma Campus
30 hours
Fee: $35.00

This course is set out to teach the basics of professional flower arranging for home use. All aspect of design will be shown for both fresh and dried flowers.
An additional amount of approximately $3.00 per night will be charged for flowers and supplies.

Start date:
September 25, 1979
April 1, 1980

Chass (Beginnars) **CHES 800**

Wednesday
Casa Loma Campus
30 hours
Fee: $35.00

Special accelerated program for beginning players. The progress is designed to provide basic theoretical and practical knowledge of chess. It focuses on opening traps, combinations, endings, as well as the art of attack and positional play.
In addition, information about prominent chess masters will be supplied.
Regular assignments will be given.

Start date:
Septamber 5, 1979

Chess (Intarmadiate) **CHES 801**

Thursday
Casa Loma Campus
30 hours
Fee: $35.00

Study of chess theory. Analysis of chess play. Application of theory to actual games and tournaments.

Start date:
Septamber 7, 1979

Business and Commerce

The Business and Commerce Division is offering a number of Part Time Certificate Programs.

These Programs comprise a number of compulsory subjects as well as one or more electives. The following pages feature outlines of the various programs. Course descriptions can be found under the subject area. I.e. ACC under ACCOUNTING or E.D.P. under ELECTRONIC DATA PROCESSING.

NOTE: Register for Part Time Programs or Courses at St. James Campus only.

Certificate Programs are available in:

1. **Accounting**
2. **Business Menegement**
3. **Legal Office Procedures**
4. **Records Menegement**
5. **Secretarial Practice**
6. **Physicel Distribution Menegement**

Part Time Certificate Program in Accounting

This program is designed for persons who wish to acquire a thorough knowledge of the main aspects and facets of accounting. It will be of particular interest to those who are already working in junior positions in that field. However, the program is also valuable to all persons interested in a general career in business administration.

Entrance requirement for this program is either a Secondary School Graduation Diploma, or equivalent standing. Applicants with a lower level of formal education will be considered if they have had related business experience.

Students are expected to complete the program within a maximum of 3 years.

Credits for program subjects taken at other community colleges or similar institutions can be applied for.

6 Courses:
4 compulsory, 2 elective

Compulsory for Accounting
ACC 100X — Introduction to Accounting
ACC 102X — Accounting II
ACC 202X — Cost Accounting I
EC 903 — Economics

Electives for Accounting
BUS 900-A Business Management I
BUS 900-B * Business Management II
ENG 201X* English and The Business World
AS 907 Business Law
EDP 900 Introduction to E.D.P.
Any other E.D.P. Course.

**"English and the Business World" is a compulsory subject for all students whose native language is not English.*

Part Time Certificate Program in Business Menegement

The prime purpose of this program is to develop potential managers and persons presently employed in junior managerial positions of Canadian businesses.

Entrance requirements for this program is either a Secondary School Graduation Diploma, or equivalent standing. Applicants with a lower level of formal education will be considered if they have had related business experience.

Students are expected to complete the program within a maximum of 3 years.

Credits for program subjects taken at other community colleges or similar institutions can be applied for.

6 Courses:
4 compulsory, 2 electives

Compulsory for Business Menegement
BUS 900-A Business Management I
BUS 900-B Business Management II
MARK 100X Marketing
ACC 100X Accounting I

Elective for Business Menegement
EDP 900 Introduction to Data Processing
ACC 102X Accounting II
ACC 202X Cost Accounting I
ENG 201X* English and The Business World
AS 907 Business Law
PHD 100X Introduction to Physical Distribution Systems
BUS 101X Human Relations
EC 903 Economics

**"English and the Business World" is a compulsory subject for all students whose native language is not English.*

Part Time Certificate Program in Legal Office Procedures

This program will provide successful graduates with the necessary skills and knowledge for entry into stenographic/secretarial positions usually found in legal offices.

Entrance requirement for this program is either a Secondary School Graduation Diploma, or equivalent standing. Applicants with a lower level of formal education will be considered if they have related business experience.

Students are expected to complete the program within a maximum of 3 years.

Credits for program subjects taken at other community colleges or similar institutions can be applied for.

6 Courses:
5 compulsory, 1 elective

Compulsory Courses
TYP 905 Advanced Typing
SHP 900 A&B Pitman Shorthand
Theory SHP 901** Shorthand Development — Speed
OP 203A-C Legal Office Practice
ENG 201X* English and The Business World

Elective Course — One of the Following
AS 907 Business Law
ENG 401X English and The Legal World
DIC 505X Dictaphone
BOK 552X Bookkeeping
RM 900 Introduction to Record Management

**English and the Business World" is a compulsory subject for all students whose native language is not English.*
***Can be waived if student attained 100 wpm in SHP 900.*

Part Time Certificate Program in Secreterial Practice

This program will appeal to applicants who wish to embark on a career in the stenographic/secretarial field as well as those who wish to refresh old skills in order to return to office positions.

Entrance requirements for this program is either a Secondary School Graduation Diploma, or equivalent standing. Applicants with a lower level of formal education will be considered if they have had related business experience.

Students are expected to complete the program within a maximum of 3 years.

Credits for program subjects taken at other community colleges or similar institutions can be applied for.

6 Courses:
5 compulsory, 1 elective

Compulsory Courses
TYP 905 Advanced Typing
SHP 900A&B Pitman Shorthand — Theory
SHP 901** Pitman Shorthand — Speed
ENG 201* English and the Business World
RM 900 Introduction to Records Management

Elective Course — One of the Following
AS 907 Business Law
DIC 505X Dictaphone
EDP 900 Introduction to Data Processing
MARK 100X Marketing
BOK 552X Bookkeeping
RM 901 Advanced Records Management

**"English and the Business World" is a compulsory subject for all students whose native language is not English.*
***Can be waived if student attained 100 wpm in SHP 900.*

Part Time Certificate Program in Records Menegements

This program, offered in cooperation with the Association of Records Managers and Administrators, may be of interest to all people who are presently involved in the management of business communications, EDP records, files, forms and reports, records system and procedures, retention, protection and disposal of vital records.

Persons aspiring to Management positions in these areas should find that this program is particularly helpful.

At present the program consists of the compulsory courses listed below.

RM 900
Introduction to Records Management
RM 901
Advanced Records Management
RM 902
Forms
RM 903
Manuals
MICRO 900
Microfilm for Your Business

Physical Distribution Menegement Certificate Program

The program is ideal for people working in related areas who need to strengthen their knowledge of physical distribution.

Relevant management tools and techniques will be applied to physical distribution problems to emphasize the decision making role of the Physical Distribution manager.

The prerequisite for anyone taking this full program is a Grade 12 general education. Those without Grade 12 may "audit" respective courses but will not receive course credits. Upon successful completion of a course there will be a course certificate and upon completion of the 6 courses there will be a program certificate.

The Physical Distribution courses — PD 100X, PD 202X and PD 205X — are to be taken consecutively. Electives can be taken at any time.

Compulsory courses

PD 100X
Introduction to Physical Distribution Systems
PD 202X
Physical Distribution Systems Management I
PD 205X
Physical Distribution Systems Management II
BUS 101X
Human Relations

Elective courses

Choose any 2 from the following noting the prerequisite status in each category:

RM 900
Introduction to Records Management
RM 901
Advanced Records Management
EDP 900
Introduction to Electronic Data Processing (E.D.P.)
ACC 100X
Introduction to Accounting
ACC 102X
Accounting II
ACC 202X
Cost Accounting

Accounting and Bookkeeping

Accounting I — ACC 100X

Tuesday, 1830-2130 hrs.
St. James Campus
45 hours
Fee: $50.00

Course Content: Fundamental principles of accounting; the entire bookkeeping cycle, including journal, posting, preparation of trial balance, adjusting and closing entries and preparation of a post-closing trial balance; controlling accounts and specialized journals; a detailed study of accounts receivable, inventory valuation, fixed assets and depreciation, natural resources and depletion; the voucher system; notes and interest; payroll accounting.

Note: Students enrolled in the certificate program must attain a "B" standing in order to proceed further.

Start dates:
September 11, 1979
Januery 8, 1980
Merch 18, 1980

Accounting II — ACC 102X

Wednesday, 1830-2130 hrs.
St. James Campus
45 hours
Fee: $50.00

Course Content: Partnerships; formation, division of profits, admission of new partner, goodwill and revaluation of assets, dissolution and liquidation; limited companies; organization and operation, share capital transactions, retained earnings, dividends and reserves, extraordinary gains and losses; bonds payable and sinking funds, investments; departmentalization and control; manufacturing accounting.

Start dates:
September 12, 1979
Januery 9, 1980
Merch 19, 1980

Cost Accounting — ACC 202X

Monday, 1830-2130 hrs.
St. James Campus
45 hours
Fee: $50.00

The course is designed for students with an accounting standing equivalent to ACC 100 and 102, and for those who are currently engaged in the bookkeeping field in industry and who wish to study cost accounting. It is a compulsory subject for students enrolled in the Accounting program.

Course Content: Basic concepts, fundamental principles, materials, labour, and overhead as applied to cost accounting; the above concepts and principles utilized in the solution of simple costing problems and cost accounting techniques employed for the solution of major financial cases

Start dates:
September 10, 1979
Januery 7, 1980
Merch 17, 1980

Money, Banking and Finence — BUS 906

Monday, 1830-2130 hrs.
St. James Campus
45 hours
Fee: $50.00

The purpose of this course is to examine the role of money and financial assets in the economy, as well as the operation of the banking system in Canada. The course will focus on the role of the central bank (Bank of Canada) and the influence of its monetary policy on the economy. Other topics will include the structure of the international payments system. At least two simple computer programs for simple economic models will be developed to demonstrate the effect of both fiscal and monetary policy changes.

Start dates:
September 10, 1979
Merch 17, 1980

Economics — EC 903

Monday and Wednesdey, 1830-2130 hrs.
St. James Campus
90 hours
Fee: $95.00

Course Content: Basic economics and industrial organizations; forms of economic organization and their strengths and weaknesses. Monetary theory: money, credit and banking, Canadian banking system. Forms of business organization and business financing. Supply and demand, business cycles and compensatory countercyclical fiscal policy. Labour economics. Insurance. Civics, organization of federal, provincial and municipal governments.

Start dates:
September 10, 1979
Januery 7, 1980
April 7, 1980

Bookkeeping I — BOK 552X

Monday, 1830-2130 hrs.
St. James Campus
45 hours
Fee: $50.00

Course Content: Starting a bookkeeping system; recording transactions affecting balance sheet amounts; recording transactions affecting income and expense amounts; the income statement and the balance sheet; journalizing, posting and taking a trial balance; the six-column work sheet; closing entries and post-closing trial balance; special journals and subsidiary ledgers; bank reconciliations; the eight-column work sheet with adjusting and closing entries, and financial reports.

Start dates:
September 10, 1979
Januery 7, 1980
Merch 17, 1980

Bookkeeping II — BOK 900

Wednesdey, 1830-2130 hrs.
St. James Campus
45 hours
Fee: $50.00

Prerequisite: BOK 552X or equivalent.
The course will briefly review basic bookkeeping procedures and continue on to more specialized areas.
Course Content: Miscellaneous general journal entries; synoptic journal; voucher and inventory systems; budgets, bad debts, depreciation, accruals.

Start detes:
September 12, 1979
Januery 9, 1980

Humen Relotions — BUS 101X

Wednesdey, 1900-2200 hrs.
St. James Campus
45 hours
Fee: $50.00

An introduction to the fundamental principles of human relations; an analysis of the general nature of man as viewed from various thinkers, sciences and disciplines such as philosophy, psychology, economics, political science, theology, sociology, music, poetry, art, modern business management theories, etc.; an elementary examination of such topics as: Who am I? (self-awareness); effective communications; effective listening. Students are encouraged to read, research books, periodicals, and to develop a deeper appreciation that all knowledge is potentially valuable as an insight into human relations and human behaviour.

Start detes:
September 12, 1979
Merch 19, 1980

Government Administretion — BUS 104X

Wednesdey, 1800-2100 hrs.
St. James Campus
45 hours
Fee: $50.00

An introduction to the organization and functions of municipal government in Ontario, with special emphasis on the City of Toronto and the Metropolitan Toronto Corporation. The course will analyze both the political and bureaucratic structures of Civic Government, with some reference to changing urban politics and their ongoing effect on municipal policy and administration.

Start detes:
September 12, 1979
Merch 19, 1980

Selling Yourself and Your Firm — BUS 108X

Wednesdey, 1800-2100 hrs.
St. James Campus
45 hours
Fee: $50.00

Your ability to make a personal presentation of yourself, of your ideas and of your service is a valuable aid in all your business contacts — to management, to subordinates, to customers, to suppliers, to government officials. This ability to sell yourself and your service is enhanced through an understanding of the planning, and techniques of persuasive communication. Videotape assistance is used in developing these skills.

Start detes:
September 12, 1979
Merch 19, 1980

Financiel Merkets — BUS 130X

Wednesdey, 1800-2100 hrs.
St. James Campus
45 hours
Fee: $50.00

The initial objective of this course is to familiarize students with the basic concepts and terminology of stock and bond markets. Intensive studies will be made of price trends and terminals. Meaningful stock price changes will be recorded in records designed for that purpose. The ultimate objective is to enable students to utilize market principles and their own records as basic determinants of trading. Other topics include: brokerage accounts and services, setting up and managing a portfolio, mutual funds, R.R.S.P.'s, R.H.O.S.P's annuities, speculation and options, real estate and mortgage investment, estate planning and budgeting.

Start detes:
September 12, 1979
Jenury 9, 1980
Merch 19, 1980

Business Menegement I — BUS 900A

Tuesdey, 1830-2130 hrs.
St. James Campus
45 hours
Fee: $50.00

First of a two-part course for people in junior or middle management positions. Compulsory subject for the Business Management Certificate (Part-time).
Course Content: Background; orientation, definition of a manager, importance of the environment. Business in Canada; an overview, nature and importance of business history, corporate structures, participation in planning a company. Principles; decision making and policy formulation, organizing and staffing, planning and controlling, communication and directing. Management; qualifications, senior management, first line management, middle management.

Start detes:
September 11, 1979
March 18, 1980

Business Menegement II — BUS 900B

Tuesdey, 1830-2130 hrs.
St. James Campus
45 hours
Fee: $50.00

Second part of a two-part course for people in junior or middle management positions. Compulsory subject for students enrolled in Business Management Certificate (Part-time).
Course Content: Functions; production, marketing, financial and personnel functions. Current and future concerns; business and government, international corporations, business in the future.
Case studies for each major topic.

Start detes:
September 11, 1979
Jenuery 8, 1980

Women in Business — BUS 903

Tuesdey, 1900-2100 hrs.
St. James Campus
30 hours
Fee: $35.00

A practical and positive introduction to management development for women; this course will help you start your own business or move up the management ladder.
Course Content: Room at the top; self-analysis and career planning, resume, business letter writing. The myths; recognizing and overcoming the discrimination against females in the management structure. The law and the business community. Accounting; bookkeeping records, one write systems, reading and analysis of a financial statement. Managing time; effective controls for profitability. Family property law; a discussion of wife's property rights, government regulations. Banking system. Budgets; financial forecasting, credit and collections. Purchasing and inventory control. Marketing and merchandising; techniques, sales forecasting, sales analysis. Public relations and advertising.
There will be a number of prominent guest speakers. Each major topic will be supplemented by film.

Start detes:
September 11, 1979
March 18, 1980

Communications at Work — LT 915

Wednesdey, 1800-2100 hrs.
St. James Campus
30 hours
Fee: $35.00

The topics covered in this course are as follows: what is communication?; non-verbal communications; barriers to communications; tools for more effective communications; communications sensitivity; assertive non-assertive communications; constructive destructive communications.

Start detes:
September 12, 1979
Jenuery 9, 1980

Merketing **MARK 100X**

Wednesday, 1900-2200 hrs.
St. James Campus
45 hours
Fee: $50.00

Prerequisite: Grade 12 or equivalent.
Course Content: Introduction to basic marketing concepts and practices as related to the consumer; marketing terminology, controllable and non-controllable variables, target market identification by demographic and geographic segmentation.

Start detes:
September 12, 1979
January 9, 1980
Merch 19, 1980

Retail Advertising Copy Writing **MARK 901**

Thursday, 1830-2130 hrs.
St. James Campus
45 hours
Fee: $50.00

This course was developed to enable prospective retail advertising writers to hone their talents, and to attain marketable skills.
Students will develop their own portfolio during the course, and a professional work environment will be simulated to the greatest extent possible. Upon successful completion, graduates will be able to fill permanent positions or to work on a freelance basis.
Major topics include: product research; creativity — what it isn't; subheadings and editorials; body copy; editing copy; radio writing; T.V. writing; direct mail.

Retail Advertising Copy Writing (Advancad) **MARK 902**

Tuesday, 1830-2030 hrs.
St. James Campus
30 hours
Fee: $75.00

Prerequisite. MARK 901 or comparable practical experience.
This course is a natural outgrowth of MARK 901. The advanced level of instruction combined with workshops will enhance the students' chances of obtaining full-time employment.
Course Content: Writing copy of regular price, sale, image and institutional advertisements; radio and television writing; direct mail, billboards and posters. Term project will entail creating a complete advertising campaign using all media covered in this course.
Enrollment limited to 16.

Introduction to Physical Distribution Systems **PD 100X**

Wednesday, 1830-2130 hrs.
St. James Campus
45 hours
Fee: $50.00

A survey course dealing with the actual movement of products, from the producer to the customer. Areas involved include communication, order processing, inventory control, material handling, warehouses and warehousing, location analysis, protective packaging and traffic management.

Start dates:
Septambar 12, 1979
March 19, 1980

Physical Distribution Systems Menagament I **PD 202X**

Thursday, 1800-2100 hrs.
St. James Campus
60 hours
Fee: $65.00

Prerequisite: PHD 100X
This course follows the Introductory P.D.; it is an integrative systems course covering the total PD system and also its sub-systems from a management point of view. The different facets of PD and its interaction with other business areas will be part of this systems approach.
Relevant management tools and techniques such as systems analysis, planning and costing, will be applied to physical distribution problems to give greater exposure of decision making to the PD supervisor, coordinator or manager.

Start dates:
September 13, 1979
Jenuery 10, 1980

Physical Distribution Systems Management II **PD 205X**

Tuesday and Thursday, 1800-2100 hrs.
St. James Campus
90 hours
Fee: $50.00

This is a senior integrative systems course. It provides the final coordination of all components areas (sub-systems) of physical distribution and of the total physical distribution system with the other areas of an enterprise. Also, major management tools are dealt with extensively and integratively with respect to the physical distribution areas.

Start date:
March 18, 1980

Introduction to Records Management RM I **RM 900**

Wednesday, 1800-2100 hrs.
St. James Campus
42 hours
Fee: $60.00

Course Content: This basic course is designed to introduce the student to the broad range of subjects covered by Records Management. Lectures, syndicate exercises and discussions will help to define problem areas, possible solutions and benefits that can be gained by better control of all records. Emphasis is on training the student for supervised work.

Start datas:
September 12, 1979
Jenuary 9, 1980

Advenced Records Management RM II **RM 901**

Wednesdey, 1800-2100 hrs.
St. James Campus
42 hours
Fee: $60.00

Prerequisite: RM 900.
Course Content: An in-depth study of the subjects covered in RM 900 will help to develop further previously acquired knowledge. Syndicate exercises and discussion of relevant topics will help to provide the practical background necessary for management positions in the profession.

Start datas:
September 12, 1979
January 10, 1980

Forms RM III **RM 902**

Thursdays, 1800-2100 hrs.
St. James Campus
42 hours
Fee: $60.00

Course Content: This is an advanced course, designed to provide the student with the specific knowledge and management, and paper work simplification. Lectures, syndicate exercises and discussions will again be the vehicles to allow maximum participation from students, who are encouraged to bring work-related problems for solution.

Start detes:
Septamber 13, 1979
Jenuary 10, 1980

Manuals Management RM V **RM 903**

Wednesday, 1800-2100 hrs.
St. James Campus
42 hours
Fee: $60.00

Course Content: Introduction; program elements, production procedure I; production procedure II; effective writing I; effective writing II; caption writing; playscript writing; directives control; supplies; correspondence standards; course review.

Start detes:
September 12, 1979
January 9, 1980

Microfilm for Your Business **MICR 900**

Tuesday, 1800-2100 hrs.
St. James Campus
42 hours
Fee: $60.00

This basic course is designed to introduce students to the various facets of micrographics and to provide an understanding of fundamentals in the following areas: computer output microfilm (COM); roll microfilm; unit microforms; engineering drawings; micropublishing; equipment available; cost benefit studies; film processing and quality control.

Start dates:
September 11, 1979
January 8, 1980

Electronic Data Processing

Introduction to Data Processing **EDP 900**

Wednesday, 1800-2100 hrs.
St. James Campus
45 hours
Fee: $50.00

This course provides an overview of business data processing which will prepare the participant for further study in the areas of programming and systems analysis. Topics include hardware and software features, programming languages, flowcharts, and programming experience.

Start dates:
September 12, 1979
January 9, 1980
March 19, 1980

Cobol I **EDP 101X**

Tuesday, 1800-2100 hrs.
St. James Campus
45 hours
Fee: $50.00

Language mechanics of COBOL are introduced and students gain practical experience by writing programs to solve business type problems. Emphasis is placed on documentation of programs.

Start dates:
September 11, 1979
January 8, 1980

Cobol II **EDP 200X**

Tuesday, 1800-2100 hrs.
St. James Campus
45 hours
Fee: $50.00

Prerequisite: A "C" standing in COBOL I or equivalent.
Applications such as accounts receivable and payroll are the subject of programming assignments. Techniques include sorting, summarizing and master file update.

Start dates:
September 11, 1979
March 18, 1980

Insurance Courses Leading to A.I.I.C. Designation

"These courses are offered in cooperation with the Insurance Institute of Canada.
An examination fee of $15 per A.I.I.C. subject is collected on behalf of the Institute upon registration. The examination fee for General Insurance Essentials is currently $10."

Principles and Practice **INS 911**

Monday, 1730-2030 hrs.
St. James Campus
36 hours
Fee: $50.00

Introducing the Insurance business; the organization and operation of insurance; Law; basic documents — applications; binders and policies; from application to expiry; reinsurance; federal and Provincial controls; production of business; adjusters; underwriters' associations or boards; history; how to read a policy.
Note: This is a compulsory first course in the A.I.I.C. program.

Start dates:
September 10, 1979
January 7, 1980
April 7, 1980

Property I **INS 912**

Wednesday, 1730-2030 hrs.
St. James Campus
36 hours
Fee: $50.00

Basic fire insurance policy, extended coverage endorsement; Insurance Act provisions — fire insurance; Fire Statutory Conditions; concepts relating to property insurance, coinsurance, mortgage clauses; dwelling fire insurance coverages; dwelling extended coverage endorsement; introduction to inland marine and multi-peril, general features of inland marine and multi-peril forms and underwriting of these forms; householders' named perils, personal effects floater, fine arts policy, miscellaneous coverages; composite dwelling policy, homeowners' policy, tenants' package policy; co-operatives and condominiums.

Start dates:
September 12, 1979
January 9, 1980
April 9, 1980

Property II **INS 933**

Tuesday, 1730-2030 hrs.
St. James Campus
36 hours
Fee: $50.00

Prerequisite: INS 933.
Business fire coverages; extended coverage endorsements E.C.K.L.J. rating; fundamental principles and purposes of underwriting; practice of underwriting; the mechanics of underwriting; insurance plans; plan drawing; mercantile coverages and commercial coverages designed for specific purposes; bailees; coverages; real property insurance; basic fire policy; survey practice.

Start dates:
September 11, 1979
January 8, 1980
April 8, 1980

Liability **INS 913**

Thursday, 1730-2030 hrs.
St. James Campus
36 hours
Fee: $50.00

The law of Negligence — Common Law — basic principles, the courts, employer and employee, independent contractors, dangerous things, animals, children and parents, damages, liability of owners and occupiers for dangerous land or premises, public authorities, conflict of laws, fatal accidents, defences.
The Law of Negligence — Province of Quebec.

Start dates:
September 13, 1979
January 10, 1980
April 10, 1980

Insurance on the Person **INS 934**

Wednesday, 1730-2030 hrs.
St. James Campus
36 hours
Fee: $50.00

History, types of policies, premiums, multi-party policies, computation of premiums — mortality, interest, expenses; office reserves — policy values, annual statements; savings and protection — uses of policies, effect of taxation; the Insurance Act; underwriting life insurance; business life insurance, pension plans, group insurance, equity investments, agency systems.
Accident and Sickness — history, the Insurance Act, Statutory Conditions; coverages, underwriting, group insurance.

Start dates:
September 12, 1979
January 9, 1980
April 9, 1980

Insurance against Crime INS 935

Tuesday, 1730-2030 hrs.
St. James Campus
36 hours
Fee: $50.00

Definitions, policy conditions; Robbery insurance — interior messenger and paymaster robbery (hold up) policy; Burglary insurance — safe burglary policy, mercantile stock burglary, damage to buildings by burglary or robbery; Theft insurance — church theft, residence theft; Broad form coverage — money and securities policy (broad form); Safe deposit box policies — standard safe deposit box policy (lessee's burglary and robbery cover), lessee's cover (broad form), lessor's cover (blanket insurance), lessor's cover (liability insurance); fidelity, forgery; Package policies — comprehensive dishonesty, disappearance and destruction policy, office — store burglary and robbery, broad form storekeepers, brokers blanket bonds; physical protection; underwriting; rating; claims.

Start dates:
September 11, 1979
Jenuery 8, 1980
April 8, 1980

Automobile Insurance INS 914

Tuesday, 1730-2030 hrs.
St. James Campus
36 hours
Fee: $50.00

Introduction and development, and applications in general, applications for Owner's form (S.P.F. I); Owner's form — Section A — Third Party Liability; Owner's form — Section B Accident Benefits coverage; Owner's form — Section C — Own damage; General provisions, definitions and exclusions; Automobile insurance law and Statutory Conditions; endorsements which may be used with Owner's form; Non-owned Liability insurance; garage coverages; automobile insurance variations in the provinces; financial responsibility laws; highway victims indemnity funds; absolute liability, filing proof of financial responsibility; facility; compensation without fault; rating, claims.

Start dates:
September 11, 1979
January 8, 1980
April 8, 1980

Loss Adjustment and Claim Settlement INS 915

Wednesday, 1730-2030 hrs.
St. James Campus
36 hours
Fee: $50.00

Adjusting in general, the adjuster's obligations, ethics; the contract — definition of terms, types of contract; relationships — waiver and estoppel, non-waiver agreements, proximate cause, without prejudice, reports; subrogation; aids to implementing adjustments — catastrophe plan, arbitration agreements, Insurance Crime Prevention Bureau, guiding principles; first party claims; public liability insurance; products liability; professional liability; bond claims — fidelity and surety; preserving the evidence; litigation; termination of a claim.

Start dates:
September 12, 1979
Jenuery 9, 1980
April 9, 1980

Casualty Covers INS 943

Thursday, 1730-2130 hrs.
St. James Campus
36 hours
Fee: $50.00

Glass Insurance — policy coverage, underwriting, claims; Surety bonds — underwriting terms, principles of suretyship, miscellaneous bonds, contract bonds, fiduciary bonds, administration bonds, underwriting, cancellation, surety claims procedure; Boiler and machinery insurance — history, main classes of objects for insurance, the policy, schedules and endorsements, rating, indirect insurance; Aviation insurance — aviation aircraft liability insurance, underwriting and rating, endorsements, additional coverages, aviation general liabilities, premises and operations liability, hangarkeeper's liability, products and completed operations liability, employer's liability and workmen's compensation, aviation accident insurance, air cargo liability insurance; miscellaneous coverages — water damage insurance, weather insurance, crop hail insurance, livestock mortality insurance, commercial credit insurance.

Start dates:
September 13, 1979
Jenuery 10, 1980
April 10, 1980

Fire Prevention and Protection INS 937

Thursday, 1730-2030 hrs.
St. James Campus
36 hours
Fee: $50.00

Prerequisite: INS 936

Principles and practice of fire equipment; hand operated fire extinguishing equipment; automatic sprinkler protection and other special fire extinguishing equipment; private fire alarm services and equipment; public fire protection.

Start dates:
September 13, 1979
Jenuery 10, 1980
April 10, 1980

Business Interruption INS 940

Monday, 1730-2030 hrs.
St. James Campus
36 hours
Fee: $50.00

Prerequisite: INS 912

Purpose, terminology, insured perils, policy periods — indemnity period, American vs. British approach, insurable interest.

Earnings insurance no co-insurance, gross earnings, insurance, profits insurance, other forms, some practical points, loss adjustment.

Start dates:
September 10, 1979
Jenuery 7, 1980
April 7, 1980

Property Loss Adjustment INS 941

Thursday, 1730-2030 hrs.
St. James Campus
36 hours
Fee: $50.00

Obligations of the insured and insurance company in event of loss; the adjuster — his investigation and reports; the policy; determining the loss; determining the cause and point of origin of fires; criminal code offences; co-insurance, pro-rata distribution, apportionments; guiding principles; arbitration; miscellaneous coverages, special procedures; business interruption; extended coverage; forms and documents; aids to implementing adjustment.

Start dates:
September 13, 1979
Jenuery 10, 1980
April 10, 1980

Insurance Accounts and Finance INS 916

Wednesday, 1730-2030 hrs.
St. James Campus
36 hours
Fee: $50.00

Government control of insurance companies; general principles of bookkeeping and insurance accounts, systems and methods, inter-relationship of accounting and statistical departments; books and records of original entry and subsidiary ledgers, general ledger, profit and loss account and balance sheet, premium reserves and loss reserves; collection and credit; agents accounts; reinsurance accounts; statistics; taxation of general insurance companies; investments.

Start dates:
September 12, 1979
January 9, 1980
April 9, 1980

Fire Hazards INS 936

Wednesday, 1730-2030 hrs.
St. James Campus
36 hours
Fee: $50.00

A comprehensive study of fire hazards in general and building construction, in particular.

Within these terms of reference this course covers the various types of building materials, and treats in descriptive and graphic forms, many types of structure — with special emphasis on fire resistance.

The course draws attention to the study of fire hazards such as those attending heating, lighting, and housekeeping, and to the relationship of these hazards to ignition, combustion — as well as to volatility and flammability.

Start dates:
September 12, 1979
Jenuery 9, 1980
April 9, 1980

Bodily Injury Claims **INS 932**

Thursday, 1730-2030 hrs.
St. James Campus
36 hours
Fee: $50.00

Prerequisite: INS 913
Course Content: Investigation and Background, Anatomy, Bodily Injury, Bodily Injury Treatment, Interpretation of Medical Reports, Disability, Rehabilitation, the Evaluation, Negotiation and Settlement of Bodily Injury Claims.

Start dates:
September 13, 1979
January 10, 1980
April 10, 1980

Ganaral Insurance Essantials **INS 981**

Thursday, 1730-2030 hrs.
St. James Campus
36 hours
Fee: $45.00

This course is offered in two sections. The first one deals with structures of the industry, office procedures and automobile insurance. It is designed for persons working in clerical or similar positions and is offered in co-operation with the Insurance Institute of Canada.
Note: No course other than INS 950B may be taken concurrently with this course.

Start dates:
Septembar 13, 1979
January 10, 1980
April 10, 1980

General Insurance Essentials **INS 982**

Tuasday, 1730-2030 hrs.
St. James Campus
36 hours
Fee: $45.00

Continuation of INS 981 covering personal lines, claims, principles, law and government controls. Upon completion of this second section, credit will be granted for INS 911 and one other optional subject in the A.I.I.C. offerings.
Note: No course other than INS 981 may be taken concurrently with this course.

Start dates:
Septembar 11, 1979
January 8, 1980
April 8, 1980

Clerical and Sacraterial Skills

English and the Business World **ENG 201X**

Tuasday and Thursday, 1900-2200 hrs.
St. Jamas Campus
60 hours
Fee: $65.00

Course Content: This course in business communication covers a great variety of letters, written from both the business firm's and consumer's point of view, including letters of application, claim, credit, inquiry, and sales; mechanics of the language, particularly as they arise in student writing; reports; resumes; and oral communication, consisting of interviews, telephone techniques, prepared talks, discussion and debate.

Start dates:
September 11, 1979
January 8, 1980
March 18, 1980

English and the Lagel World **ENG 401X**

Wadnasday, 1800-2100 hrs.
St. Jamas Campus
45 hours
Fee: $50.00

Course Content: This course will contribute to the development of the highly specialized legal vocabulary required and will also help to generate a first-rate general vocabulary. It will give extensive experience in transcribing accurately from the spoken word and will include punctuation, capitalization, and grammar. It will demonstrate man's view of law and justice as seen by fiction and non-fiction writers. Since the focus of attention is law, the student will be exposed to the extra-ordinary effect that the law in all its forms — legislative, judicial, ecclesiastical, and military — has had on literature. This course will include research on the historical derivatives of current law and study of A Manual for Court Reporting.

Start data:
Septembar 12, 1979

Madical Tarminology (Part I) **ANAT 100X**

Tuasday, 1800-2000 hrs.
St. Jamas Campus
30 hours
Fee: $35.00

Course Content: Terminology related to normal structure and functions of the various body systems; some laboratory work.

Start datas:
Septembar 11, 1979
January 8, 1980
March 18, 1980

Dictaphone **DIC 505X**

Monday and Wadnasday, or Tuesday and Thursday, 1800-2100 hrs.
St. James Campus
60 hours
Fee: $65.00

Prerequisite: A thorough knowledge of business English, spelling and set-up of letters (minimum of Grade 11), plus a typing speed of 45 w.p.m.
Designed to prepare the student to become an accredited dictaphone secretary, with an initial capacity of 60 fifteen-line letters a day.
Course Content: Typing from dictabelt records put out by the Dictaphone Corporation.

Start dates:
Septembar 10, 1979
January 7, 1980
March 17, 1980

Typawriting (Baginning) **TYP 901**

Monday and Wadnasday, or Tuesday and Thursday, 1800-2100 hrs.
St. James Campus
60 hours
Fee: $65.00

Prerequisite: Basic knowledge of English.
The purpose is to: (a) achieve a mastery of the keyboard using the touch system, plus an introduction to basic typewriting set-ups; (b) achieve 25 w.p.m. on five-minute tests.
Course Content: All the keys will be taught with special emphasis on the touch system (posture, good stroking, rhythm and correct fingering are an integral part.) The names, care, and proper manipulation of the parts of the machine will be introduced as required. The rules of syllabication and capitalization, tabulation and letters, plus typing of value for personal use.

Start datas:
Septembar 10, 1979
January 7, 1980
March 17, 1980

Typing Speed Development **TYP 902**

Monday to Thursday, 1800-2000 hrs.
St. James Campus
64 hours
Fee: $70.00

A course on electric typewriters designed for persons with previous typing experience. A typing speed of approximately 50 w.p.m. is the objective of this course. This will be achieved through remedial and corrective drills as well as sustained timed writings.

Start dates:
Septembar 10, 1979
January 7, 1980
March 17, 1980

Typawriting II (Intarmadiata) **TYP 903**

Monday and Wednasday or Tuasday and Thursday, 1800-2100 hrs.
St. James Campus
60 hours
Fee: $65.00

Prerequisite: 20 w.p.m. typing or TYP 901.
Course Content: Basic production skills, for example centering and tabulation. Emphasis will be placed on speed development and remedial work. Speed objective is 35 w.p.m.

Start datas:
Septembar 10, 1979
January 7, 1980
March 17, 1980

Typewriting III (Advenced) TYP 905

Monday and Wednesday or Tuesday and Thursday, 1800-2100 hrs. St. James Campus 60 hours Fee: $65.00

Prerequisite: 25 w.p.m. or TYP 901.
The purpose is to: (a) further develop typewriting skills and to concentrate on more advanced typewriting setups; (b) achieve 40 w.p.m. on ten-minute tests.
Course Content: During this course, emphasis will be placed on practical typing of tabulation-tables, and financial statement; centering of menus, programs, announcements; business letters — different styles, placement, carbon copies and envelopes; essential business forms; erasures and corrections; squeezing and spreading; duplicating — the typing of dittos, stencils, and offset masters; skill development to bring the typist up to 40 w.p.m. or better on ten-minute tests.

Start dates: September 10, 1979 Jenuery 7, 1980 Merch 17, 1980

Legal Office Practice I OP 203A

Tuesday and Thursday, 1800-2100 hrs. St. James Campus 48 hours Fee: $55.00

Prerequisites: Grade 12 English or equivalent, typing speed of 45 w.p.m. This introductory course will deal with background information common to both the real estate and litigation aspects of the program. In order to obtain a credit in the Legal Office Practice Certificate Program, "C" Standing in OP 203A must be achieved.

Course Content: Overview, the legal secretary, legal correspondence, dockets, entries and accounts, legal forms and various methods of diaries, and reminders and filing systems to be discussed.

Start dates: September 11, 1979 Jenuery 8, 1980 Merch 8, 1980

Legal Office Practice II OP 203B

Tuesday and Thursday, 1800-2100 hrs. St. James Campus 48 hours Fee: $55.00

Prerequisites: OP 203A or acceptable work experience.
Course Content: Introduction to real estate transactions, deeds and transfers, mortgages and charges, statements of adjustments, insurance and reporting letters, etc.

Start dates: November 13, 1979 Merch 4, 1980

Legal Office Practice III OP 203C

Tuesday and Thursday, 1800-2100 hrs. St. James Campus 48 hours Fee: $55.00

Prerequisites: OP 203A or acceptable work experience.
Course Content: Introduction to civil litigation, court documents, actions, matters, appeals, wills, incorporating an Ontario company, etc.

Start dates: September 11, 1979 Jenuery 29, 1980 April 28, 1980

Medicel Office Prectice I OP 205A

Tuesday and Thursday, 1800-2100 hrs. St. Jemes Campus 60 hours Fee: $65.00

Prerequisites: Grade 12 English, 45 w.p.m. in typing plus ANAT 100 (Medical Terminology I).
Course Content: Introduction to daily routine work in a doctor's office, including correspondence and appointments.

Start dates: Septamber 11, 1979 Merch 18, 1980

Medicel Office Prectice II OP 205B

Monday and Wednesday, 1800-2100 hrs. St. James Campus 60 hours Fee: $65.00

Prerequisites: OP 205A plus ANAT 101 (Medical Terminology II) or acceptable work experience.
Course Content: Further development of office practice skills with emphasis on patient files, medical forms, OHIP and WCB forms and assignments related to a hospital dicta-typist pool.

Start dete: Septamber 10, 1979 Jenuery 7, 1980

Pitman Shorthand Theory I SHP 900A

Tuesday and Thursday, 1800-2100 hrs. St. James Campus 72 hours Fee: $80.00

Prerequisites: Grade 12 English or equivalent, 45 w.p.m. in typing.
Course Content: Introduction to the theory of Pitman Shorthand, through coverage of short-forms and phrases, laying a good foundation for speed development in subsequent courses.

Start detes: September 11, 1979 January 8, 1980

Pitmen Shorthand Theory II SHP 900B

Tuesdey and Thursdey, 1800-2100 hrs. St. Jemes Campus 72 hours Fee: $80.00

Prerequisites: SHP 900A or acceptable background determined by test.
Course Content: Continuation of the theory, developing of techniques in taking dictation at speeds of up to 100 w.p.m. and transcribing it in mailable form.

Start detes: September 11, 1979 Jenuery 8, 1980 April 1, 1980

Shorthand — Speed Development SHP 901

Tuesday and Thursday, 1800-2100 hrs. St. James Campus 60 hours Fee: $65.00

Prerequisite: SHP 900 or equivalent, and 45 w.p.m. in typewriting, plus Grade 12 English or equivalent.
To further develop facility in writing shorthand of average commercial difficulty at speeds up to 120 w.p.m., and in transcribing from notes at the typewriter.
Course Content: Development of skill in writing and reading shorthand notes, with emphasis on short-forms and phrases; practice in transcribing notes at the typewriter in acceptable, mailable form.

Start detes: September 11, 1979 Jenuery 8, 1980 Merch 18, 1980

Shorthend — Refresher Coursa SH 900

Tuesdey and Thursdey, 1800-2100 hrs. St. James Campus 90 hours Fee: $95.00

Prerequisite: Grade 12 English or equivalent; a reasonable knowledge of the theory of any system.
Course Content: Quick review of the principles of Pitman Shorthand; emphasis on facility in the use of short-forms, contractions, intersections and phrases; attention to development of speed.

Start detes: September 12, 1979 Jenuery 8, 1980

Pitman Shorterhand SH 545X

Tuesday and Thursday,
1900—2100 Hrs.
St. James Campus
90 hours
Fee: $95.00

Prerequisite: Typing at 35 w.p.m., proficiency in English.
This course is based on simplified "Classic Pitman Shorthand". There are approximately 25 percent fewer rules and thus the memory load is significantly lower. Shorterhand, provides the same speed potential required for secretarial positions. It is, however, not intended for the use in court-reporting.
At the end of this course the student will have mastered all the theory and will be in a position to concentrate on the Speed Development course (SHP 901).
After successful completion of both courses, the student should have no difficulty in filling general secretarial positions.

Start dates:
September 11, 1979
March 11, 1980

Keypunch and Verifiers

Data Processing —
Keypunch and Varifiar KP 570X

Monday and Wednesday, or
Tuesday and Thursday
St. James Campus
120 hours
Fee: $125.00
Materials: $20.00

Prerequisite: Grade 10 plus 35 w.p.m. in typing. A pass mark in the Keypunch aptitude test is required. Foreign students are also subject to an Engiish test.
This course will bring the student to a high standard of accurate speed and machine familiarity so that the operator will be able to produce an acceptable quantity of high quality work.
Course Content: 20 taped lessons prepared by IBM for Keypunch Models 029, 129, 3742, plus 1601, 1610 Univac Verifier punch and Verifying Interpreting punch; the operation and names of the various parts of the machines.

Start dates:
September 10, 1979
January 7, 1980
March 17, 1980

Arbitrators' Institute of Canada

Two courses in Arbitration, offered by the Arbitrator's Institute of Canada, are given at the St. James Campus on Thursdays, 1800 -2130 hours. The fee for each course is $92.00 including class materials.
The courses examine the Arbitration Act of Ontario, procedure at arbitration hearings, and the Laws of Arbitration Contract. Emphasis will be placed on problems raised by the participants.
The following texts should be read before the first class: (1) Parris John, *The Law and Practice of Arbitrations* (available from the Arbitrators' Institute) (2) Gill, William H., *The Law of Arbitration* (available from The Carswell Company Limited, 2330 Midland Avenue, Agincourt, Ontario M1S 1P7, (416) 291-8421).
Application for these courses must be made at the Arbitrators' Institute of Canada Inc., Suite 1201, 45 Richmond Street West, Toronto, Ontario M5H 1Z2, Telephone: (416) 363-1642.

Registared Industrial Accountant

The Society of Management Accountants of Ontario offers courses leading to qualification as a Registered Industrial Accountant at the St. James Campus.
Information about courses and registration kits are available at the St. James Campus.
Application for entry into the program must be made at The Society of Management Accountants of Ontario, 145 Main Street East, P.O. Box 176, M.P.O., Hamilton, Ontario L8N 3C3, (416) 525-4100.

For further information about part-time courses in Business and Commerce telephone 967-1212 ext. 510.

Community Services

Community Services

Addiction Counsellor Diploma Program

This program is offered on a part-time basis to men and women who are unable to attend a full-time course of studies. Preference is given to students who are already employed in the field of addictions or related areas.

Applications and information may be obtained from the Division of Community Services, George Brown College, Box 1015, Station "B", Toronto, M5T 2T9, Telephone 967-1212, local 655 or from the Admissions Office, Kensington Campus, George Brown College, Box 1015, Station "B", Toronto, M5T 2T9.

An admission interview is required; details of registration will be made available to those accepted in the program. Preference is given to students taking full requirements for the Diploma in the available format each year, that is taking four courses each term excluding field practice.

The following courses leading to the Diploma will be offered during 1979/80. The requirements for the diploma must be completed within five years.

Courses on Wednesday are offered between 2:00 p.m. and 8:30 p.m. Third year courses on Thursday are offered between 2:00 p.m. and 8:30 p.m.

Humen Growth & Behaviour **AD 101X**

Wednesday, 1900-2030 hrs.
Kensington Campus
45 hours
Fee: $50.00

A sequential view of the process of human growth and personality development as a means to develop some understanding of the physical, sociocultural and emotional aspects of development throughout the life span and the tasks of each life stage.

Start date:
September 26, 1979

Group Process **AD 102X**

Wednesdey, 1730-1900 hrs.
Kensington Campus
45 hours
Fee: $50.00

A combination of structured activities and unstructured group experiences encourage growth in self-awareness, communication and effective interpersonal relating skills. Empathy, confrontation, acceptance, active listening and congruence are emphasized.

Start dete:
September 26, 1979

Phermecology end Physiology **PHYS 104X**

Wednesdey, 1400-1530 hrs.
Kensington Campus
22-1/2 hours
Fee: $27.50

Within this combined offering, the student is helped to understand the way in which common chemicals of abuse such as alcohol, heroin, amphetamines and barbituates are ingested by the body, the parts of the body affected and the physical and emotional behaviours induced.

Start dete:
September 26, 1979

Besic Studies in Addictions **AD 105X**

Wednesdey, 1530-1700 hrs.
Kensington Campus
22-1/2 hours
Fee: $27.50

The various and conflicting definitions of alcoholism are examined. A historical review looks at both cultural and legislative reponses to chemical abuse, prevention and problem definition. Included is an overview of religious, medicinal and recreational use of chemicals.

Start dete:
September 26, 1979

Theory, Prectice & Methods of Therepy **AD 106X**

Wednesdey, 1400-1530 hrs.
Kensington Campus
45 hours
Fee: $50.00

The basic concepts of counselling are introduced followed by an examination of twelve different treatment theories including Rogers, Perls, Ellis, Berne, Glasser and Freud. Various techniques used in practice in individual, family and small group treatment will be demonstrated. Skills in assessment, planning, contracting and evaluation are emphasized through role playing and case presentation.

Stert dete:
September 26, 1979

Velues, Ethics and Professionelism **AD 208X**

Thursdey, 1730-1900 hrs.
Kensington Campus
22-1/2 hours
Fee: $27.50

This subject provides an opportunity for the student to become aware of the values and value conflicts involved in being a counsellor and how these values relate to professional practice.

Start dete:
Jenuery 24, 1980

Humen Growth end Beheviour **AD 201X**

Wednesdey, 1900-2030 hrs.
Kensington Campus
45 hours
Fee: $50.00

An extension of AD 101 with a review of personality theory and an examination of abnormal development looks at the implications for assessment and treatment planning. More time is spent on those disorders more frequently associated with the chemical abuser.

Start dete:
September 26, 1979

Group Process **AD 202X**

Wednesdey, 1730-1900 hrs.
Kensington Campus
45 hours
Fee: $50.00

A further experience of group interaction with an opportunity to explore group leadership skills.

Start dete:
September 26, 1979

Theory, Prectice & Methods of Therapy **AD 206X**

Wednesdey, 1530-1700 hrs.
Kensington Campus
45 hours
Fee: $50.00

Case presentations are used to further develop an understanding of the counsellor role and the choice of counselling activities through the beginning, middle and ending phases of treatment. Resistance, plateaus, recontracting, prognosis and evaluation are included.

Start dete:
September 26, 1979

Sociology **SOC 207X**

Thursdey, 1900-2030 hrs.
Kensington Campus
22-1/2 hours
Fee: $27.50

The concepts of Sociology are employed to look at family functions of courtship, marriage, single parent and separation across cultural differences. Also the sociological examination of the impact of chemical abuse on family and community is highlighted.

Start dete:
Jenuery 24, 1980

Community Prectice **AD 211X**

Thursdey, 1530-1700 hrs.
Kensington Campus
22-1/2 hours
Fee: $27.50

The purpose of this subject is to expand the students' understanding of care beyond the individual client or client group. Means of finding common points on intervention for prevention, early detection and education are explored. Students explore the potential for staff to become agents for change within and between agencies and examine the means of affecting these changes through program review and development. Increase of service through use of volunteers, para-professionals and ex-clients moving towards neighbourhood support is also considered.

Start dete:
September 27, 1979

Field Work Seminar **AD 212X**

Thursdey, 1400-1530 hrs.
Kensington Campus
45 hours
Fee: $50.00

The seminar provides for the third year part-time student an opportunity to integrate the academic and practice through sharing experiences, demonstration of treatment modalities unique to the agency, role playing to break blocks in relationships and other experiential exercises. The opportunity for consolidation of the three years is important.

Start dete:
September 27, 1979

Field Practice **AD 100X**

Fee: $85.00

Field practice is an integral part of the program in affording students supervised counselling experience in a variety of settings. The equivalent of 400 hours is required, supervision by agency staff, liaison and coordination by college staff. Field experience is considered an essential concomitant to the behavioural sciences.
Note: Registration for this course requires the approval of the program coordinator.

Field Practice **AD 200X**

Fee: $85.00

A more intensive and extensive (equivalent of 600 hours) experience in the field in a different setting or different role than that used in AD 100. More opportunity for integrating theory and classroom knowledge, skill development and carrying normal agency responsibility is provided. Learning goals are clearly set and evaluated in cooperation with the agency supervisor and college staff.
Note: Registration for this course requires the approval of the program coordinator.

Research & Independent Studies **AD 209X**

Thursday, 1530-1700 hrs.
Kensington Campus
45 hours
Fee: $50.00

This course provides a study of research models and their applications and the critical appraisal of research results. Students will conduct a study in a related area of special interest to them.

Start date:
September 27, 1979

Counselling Practice Laboretory **AD 107X**

Wednesday, 1530-1700 hrs.
Thursday, 1900-2030 hrs.
Kensington Campus
22-1/2 hours
Fee: $27.50

Practical skills in assessment planning and evaluating are developed through role playing and case presentations. Audio tapes and video tapes will be used to supplement live interviews for demonstration and critique.

Start date:
September 27, 1979
Jenuery 30, 1980.

Social Services, Problems & Issues **AD 103X**

Wednesday, 1400-1530 hrs.
Kensington Campus
22-1/2 hours
Fee: $27.50

The course examines the development and adaptation of institutions in response to community needs and pressures and levels of responsibility: federal, provincial, municipal and private. The development of agencies providing education, health, welfare and other forms of service and philosophies concerning the role of law in controlling alcohol and drug use, and the relevant legislation are studied.

Start date:
Jenuery 30, 1980

Child Cere Worker Diplome Progrem

This program is offered on a part-time basis to men and women who are unable to attend a full-time course of studies and are working full-time with emotionally disturbed children or troubled adolescents.

An admission interview is required; details of registration will be made available to those accepted into the program.

Applications and information may be obtained from Linda Williamson, Division of Community Services, George Brown College, Box 1015, Station "B", Toronto, M5T 2T9, Telephone 967-1212, local 655.

Note: There is now a late registration fee of $10.00 per course for all registrations received after August 10. It is recommended that applications be received by the Admissions Office before July 27.

The following courses leading to the diploma will be offered during 1979/80. The requirements for the diploma must be completed within five years.

Courses are offered on Wednesday between 3:00 p.m. and 9:00 p.m.

Human Growth and Development **CHI 161X**

Wednesday, 1500-1700 hrs.
Kensington Campus
40 hours
Fee: $45.00

The normal growth of the child is followed from birth to adolescence, including physical, emotional and intellectual development. The emphasis is on the first six years of the child's life and emotional growth during this time.

Start date:
September 26, 1979

Caring for the Disturbed Child **CHI 164X**

Wednesday, 1700-1900 hrs.
Kensington Campus
40 hours
Fee: $45.00

The purpose of this class is to arrive at a treatment philosophy. Class discussions are based on students' observations from field placement. Emphasis is placed in areas of basic care and understanding the behaviour of children and staff.

Start date:
September 26, 1979

Activities with Children **CHI 165X**

Wednesday, 1900-2100 hrs.
Kensington Campus
40 hours
Fee: $45.00

This course will explore a variety of media through play and investigate broad areas of activities that require specific skills of a child. The essence of play is that the experience is more important than the result. It is through doing that structure actually emerges; the form of anything is latent in the process.

Start date:
September 26, 1979

Introductory Psychology **PSY 169X**

Wednesday, 1800-2100 hrs.
Kensington Campus
30 hours
Fee: $35.00

Readings and lectures explore some of the findings and developments in the areas of scientific method, perception, learning, motivation, emotion, personality and social psychology.

Start date:
Merch 5, 1980

Introductory Sociology **SOC 171X**

Wednesday, 1500-1800 hrs.
Kensington Campus
30 hours
Fee: $35.00

This course will examine the basic concepts in sociology which will then be used in analyzing various aspects of Canadian Society i.e. intergroup relations, rural and urban communities, social classes and social institutions.

Start date:
Merch 5, 1980

Group Process **CHI 172X**

Wednesday, 1500-1700 hrs.
Kensington Campus
40 hours
Fee: $45.00

This course is designed to provide learning at the theoretical and experimental level which will result in improving the student's understanding of group process as well as furthering the ability to work in groups as facilitators.

Start date:
September 26, 1979

Empathy Treining **CHI 174X**

Wednesday, 1800-2100 hrs.
Kensington Campus
30 hours
Fee: $35.00

This course will enhance the students' understanding of self, develop the ability to enter into another person's feelings and to feedback verbally the message that the listener is fully attentive. Students also develop their potential for communicating messages that are congruent with their feelings and develop the students problem solving ability.

Start date:
Merch 5, 1980

Childhood Psychopathology **CHI 261X**

Wednesdey, 1900-2100 hrs.
Kensington Campus
40 hours
Fee: $45.00

This course will include a comparison of normal and abnormal development according to the personality theories of Freud and Erikson, descriptions and functions of defences and examinations of specific categories of disturbance (autisic, schizophrenia, etc.)

Start deta:
Septamber 26, 1979

Cering for the Disturbad Child **CHI 262X**

Wednesday, 1500-1700 hrs.
Kensington Campus
40 hours
Fee: $45.00

A continuation of Caring I, emphasizing the development of individual treatment plans for disturbed children.

Start date:
September 26, 1979

Treatment Philosophies **CHI 268X**

Wednesday, 1700-1900 hrs.
Kensington Campus
40 hours
Fee: $45.00

This course is an introduction to therapeutic approaches extant in child psychiatry and the mental health field today. Major theories underlying the chosen methods of treatment will be examined.

Start date:
September 26, 1979

Group Process II **CHI 270X**

Wednesday, 1700-1900 hrs.
Kensington Campus
40 hours
Fee: $45.00

In this course the knowledge and skills developed in Group Process I and Empathy Training will be focused on the specific problems of the counselling relationship, organizational structures and functions, community involvement and professional development.

Start date:
Septambar 26, 1979

Therepeutic Progremming **CHI 271X**

Wednesday, 1500-1800 hrs.
Kensington Campus
30 hours
Fee: $35.00

This course is designed to examine the meaning and purpose of play, fantasy and creativity in our lives with a particular focus on the child and his relationship with his environment. This explanation will lead to an understanding of children as they communicate to us through their play and creative experiences.

Start date:
Merch 5, 1980

Working with Femilies **CHI 272X**

Wednesday, 1500-1800 hrs.
Kensington Campus
30 hours
Fee: $35.00

This course has been designed to facilitate Child Care Worker students in examining the theory and dynamics involved in working with the families of emotionally disturbed children or adolescents.

Start date:
March 5, 1980

Adolescence **CHI 275X**

Wednesday, 1900-2100 hrs.
Kensington Campus
40 hours
Fee: $45.00

This course has been designed in response to the increasing number of adolescents receiving mental health services. The focus is on the physiological, psychological and sociological aspects in the stages of growth from puberty to adulthood.

Start dete:
Septembar 26, 1979

Field Practice **CHI 160X**

Fee: $60.00

Field Practice is an integral part of the program in affording the students supervised clinical experiences in a variety of settings. Field placements are arranged on an individual basis with the program coordinator.

Field Practice **CHI 260X**

Fee: $60.00

This will be in a different setting from CHI 160 and expectations of the students' performance will be that of a graduate Child Care Worker.

Early Childhood Education Diploma Program

This program is offered on a part-time basis to men and women who are unable to attend a full-time course of studies.

An admission interview is required; details of registration will be made available to those accepted into the program.

Applications and information regarding this program may be obtained from Linda Williamson, Division of Community Services, George Brown College, Box 1015, Station "B", Toronto, M5T 2T9. Telephone 967-1212, local 655.

Note: There is now a late registration fee of $10.00 per course for all registrations received after August 10. It is recommended that applications be received by the Admissions Office before July 27.

The following courses leading to the diploma will be offered during 1979/80. The requirements for the diploma must be completed within five years.

Courses are offered on Tuesday and Thursday evenings.

Infent and Child Development **DCW 100X**

Tuesday, 1830-2130 hrs.
Kensington Campus
45 hours
Fee: $50.00

This course is an overview of human growth and development from birth to five years with a particular focus on the 0-two years age group. Social, emotional, physical and cognitive development will be explored as independent and interrelated processes affected by both heredity and environment.

Start date:
Septembar 25, 1979

Health & Wall Being **DCW 101X**

Thursday, 1830-2030 hrs.
Kensington Campus
30 hours
Fee: $35.00

The students will learn the principles of health and hygiene and relate this to infants and children in group settings. Topics explored include childhood diseases, health problems, nutrition and physical care.

Start deta:
January 31, 1980

Introductory Psychology **PSY 102X**

Thursday, 1830-2030 hrs.
Kensington Campus
30 hours
Fee: $35.00

This course will explore the various branches of psychology to provide the student with a basic understanding of human behaviour and how it applies to infants and toddlers in day care centres.

Start date:
January 31, 1980

Mentel Heelth **DCW 103X**

Tuesday, 1830-2030 hrs.
Kensington Campus
30 hours
Fee: $35.00

The mental health course will provide the student with a greater self-awareness of positive mental health concepts in order to relate these to basic needs, anxiety, conflict and adjustment.

Start date:
January 29, 1980

Principles of Day Cara **DCW 104X**

Tuesday, 1830-2130 hrs.
Kensington Campus
45 hours
Fee: $50.00

This course is designed to coordinate knowledge of child development and behaviour with programs and settings, and to develop effective modes of practice for day care centres.
The aims and objectives of "good" day care for infants, toddlers and pre-school children will also be examined.

Start dete:
January 29, 1980

Creative Expression in Childhood **DCW 105X**

Thursday, 1830-2130 hrs.
Kensington Campus
45 hours
Fee: $50.00

The purpose of this course is to explore the importance of the creative process in young children. Students will examine how the process is activated, how it functions and how its universal aspects have implications in the modes of learning and self-expression of the growing child.

Start dete:
Septamber 27, 1979

Introductory Sociology **SOC 106X**

Thursday, 1830-2030 hrs.
Kensington Campus
30 hours
Fee: $35.00

The basic concepts of Sociology will be examined in the context of Canadian Society. The significance of these concepts — intergroup relations, class structure, culture and institutions — will be related to the care of children in day care settings.

Start dete:
September 27, 1979

Language and Communications **ENG 114X**

Tuasdey, 1830-2000 hrs.
Kensington Campus
22-1/2 hours
Fee: $27.50

Students will gain practice in written and oral communication skills with emphasis being placed on the recording of observed behaviour of children.

Start dete:
Saptambar 25, 1979

Storytelling and Literatura **ECE 116X**

Tuesday, 2030-2130 hrs.
Kensington Campus
15 hours
Fee: $20.00

Children's literature, prose and poetry as written for and by the young child will be explored. The key aspects related to developing a literature program in an educational setting will be investigated. These will include methods of evaluating literature, the art of storytelling and establishing pre-reading skills.

Start dete:
Septembar 25, 1979

Music **ECE 117X**

Thursday, 2030-2130 hrs.
Kensington Campus
15 hours
Fee: $20.00

Students will gain the skills to plan and carry out music programs for children by applying the techniques of guiding young children in musical experiences and the knowledge of music resources.

Start dete:
January 31, 1980

Human Growth end Davelopment **DCW 200X**

Tuesday, 1830-2130 hrs.
Kensington Campus
45 hours
Fee: $50.00

The behaviour and development of the child from age three through adolescence is studied. A variety of theories will be examined for their contribution to the understanding of human growth and development.

Start dete:
January 29, 1980

Children with Spacial Needs **DCW 201X**

Thursday, 1830-2130 hrs.
Kensington Campus
45 hours
Fee: $50.00

This course will look at the genetic and environmental factors that contribute to specific problems in child growth and development, to meet the special needs of the children.

Start dete:
September 27, 1979

Varieties of Day Care **DCW 204X**

Thursday, 2030-2130 hrs.
Kensington Campus
15 hours
Fee: $20.00

In this area of study, the knowledge of education of young children is directed to the various models of care for children. The contrasting philosophies for early education will be examined.

Start dete:
September 27, 1979

Parant Intarviawing and Counselling **DCW 207X**

Tuesday, 1830-2130 hrs.
Kensington Campus
45 hours
Fee: $50.00

A survey of parent education theories with opportunities to practice techniques of interviewing, counselling, group education and community organization.

Start dete:
September 25, 1979

Cognitive Development **DCW 202X**

Thursday, 1830-2000 hrs.
Kensington Campus
22-1/2 hours
Fee: $27.50

To develop a theoretical framework for examining how learning occurs. The student will be required to research and generate a program within an area of individual interest such as science, drama, etc.

Start dete:
September 27, 1979

Planning, Management & Legislation **DCW 203X**

Tuesday, 1830-2130 hrs.
Kensington Campus
45 hours
Fee: $50.00

A study of the resources and skills needed in setting up and managing a day care centre, starting with legal requirements, initial stages of planning and developing programs and progressing to final stages of financing, accounting and managing a day care operation.

Start dete:
January 29, 1980

Movament & Drama **ECE 215X**

Thursday, 1830-1930 hrs.
Kensington Campus
15 hours
Fee: $20.00

Students will be involved in movement and drama experiences. The skills developed will be related to program planning for pre-school children.

Start data:
January 31, 1980

Science Experiences **ECE 216X**

Thursday, 2000-2100 hrs.
Kensington Campus
15 hours
Fee: $20.00

Students will identify scientific concepts inherent in normal routine programs for pre-schoolers and will then be required to plan programs which include age-related science experiences.

Start dete:
January 31, 1980

Family Dynamics **DCW 206X**

Thursday, 1830-2130 hrs.
Kensington Campus
45 hours
Fee: $50.00

This course has been designed to facilitate the student in examining the theory and dynamics involved in understanding working with families. The course of study will be directed towards understanding family dynamics, which will include purposes, tasks, roles, relationships, communications patterns, disciplining and problem solving.

Start dete:
January 31, 1980

Group Process **ECE 214X**

Tuesday, 1830-2030 hrs.
Kensington Campus
30 hours
Fee: $35.00

This course is designed to provide learning at the theoretical and experimental level which will result in improving students' understanding of group process as well as increasing their ability to work in groups as facilitators. Self-awareness, communication and effective interpersonal relating skills are emphasized.

Start date:
Saptember 25, 1979

Field Practica **DCW 113X**

Fee: $67.50

Field Practica **DCW 114X**

Fee: $67.50

Field Practica **DCW 212X**

Fee: $67.50

Field Practica **DCW 213X**

Fee: $67.50

Field practice is an integral part of the program. Individual supervision and evaluation is given in selected day care settings to provide an opportunity for the student to observe and to practice with infants and children.
Field practice is arranged on an individual basis with the program coordinator.

Fostar Parent Carrificata Program — Part-Time

This is a part-time certificate program comprising academic courses and evaluation of fostering competencies.

The program is designed to provide the basic knowledge and skills to enable foster parents to understand and cope with the behaviours of children in their care e.g. withdrawal, acting out, aggression, depression; stealing, bedwetting and truancy.

The emphasis will be placed on the application of child management principles. The courses are not designed to deal with individual problems. Specific problems relating to individual children should be referred to the employing agency by the foster parent.

The Foster Parent Program consists of four courses, two of which can be taken each year and an evaluation of fostering skills required in the second year.

Applications and information regarding this program may be obtained from Linda Williamson, Division of Community Services, George Brown College, Box 1015, Station "B", Toronto, M5T 2T9. Telephone 967-1212, local 655.

Note: There is now a late registration fee of $10.00 per course for all registrations received after August 10. It is recommended that applications for the part-time program be received by the program coordinator before July 27. This program is only open to those currently employed as foster parents in association with a recognized fostering agency.

Note: There is now a late registration fee of $10.00 per course for all registrations received after August 10. It is recommended that applications for the part-time program be received by the program coordinator before June 1, 1979. Admission interviews will begin in March.

Human Growth & Davalopment **FPP 900**

Thursday, 2000-2130 hrs.
Nightingala Campus
20 hours
Faa: $25.00

In order to be effective as a helping agent in relationships with children the foster parent must appreciate the child's world. Comprehension of Human Growth and Development is the necessary basis from which to understand our interaction with children. The purpose of this course is to explore the growth of personality. The primary focus will be on the developmental stages of childhood and adolescence.

Start data:
Saptambar 18, 1979

Child Managamant I **FPP 901**

Thursday, 2000-2130 hrs.
Nightingala Campus
20 hours
Faa: $25.00

This course will explore specific management areas such as separation, setting limits, routines and consistency as well as considering difficult behaviours e.g. lying, stealing, bed-wetting, aggression and withdrawal.
The material for the course will be drawn largely from the experience of the participating foster patents.

Start date:
January 15, 1980

Fostar Parant and tha Community **FPP 903**

Tuasday, 2000-2130 hrs.
Nightingala Campus
20 hours
Faa: $25.00

This course will explore the role of the foster parent as it relates to the child, natural family, employing agency and to other community services.

Start data:
Septambar 18, 1979

Child Management II **FPP 902**

Tuesday, 2000-2130 hrs.
Nightingale Campus
20 hours
Fee: $25.00

Prerequisite: Child Management I or equivalent.
This course will continue the study of behaviour and child management begun in Child Management I. The objectives are similar. The expectation is that students will possess improved insights and be able to proceed by the case study method. Case studies and other material for this course will be prepared in cooperation with fostering agencies.

Start date:
January 15, 1980

Evaluation of Fostaring Skills **FPP 904**

Fee: $15.00

An evaluation of each student's fostering skills will be required in the second year of the program. Evaluation forms will be provided by the program coordinator.

Life Skills Coach Training **SOC 952**

Thursdays and some weekends
Kensington Campus
128 hours
Fee: $200.00

Prerequisite: Prior group experience and knowledge of group dynamics; ability to make the required time commitment; pre-course interview with instructors.
This course will provide the participants with the theory, practical skills and techniques to coach a Life Skills group and to adapt the Life Skills concept to a particular population.
Life Skills is a structured group approach assisting people to acquire problem solving skills to be used in the management of personal affairs.

Start date:
January 10, 1980

Seminars and Workshops

Throughout last year the Division of Community Services worked with many community groups and organizations in developing, planning and offering a variety of special interest workshops, seminars and courses. Our seminar series in cooperation with the Day Nurseries Branch in Administration And Supervision for Early Childhood Education is one notable example.

Please contact us if you feel that our staff, resources and expertise could assist you or your group or association with professional development seminars, workshops or courses in the area of the "helping professions" and social services.

Please telephone Linda Williamson at 967-1212, local 655.

Health Care Aida Program

This program provides a basic training for those who wish to work with patients in long-term or chronic care facilities. Under the supervision of a registered nurse the health care aide provides personal care for the comfort and safety of residents and is involved in the process of creating a climate to promote the optimal physical, social and emotional well-being of each resident.

The Health Care Aide Program was developed by and is recognized by the Ministry of Health, the Ministry of Education and the Ministry of Community and Social Services.

Admission Requirements:

Grade 10 — mature persons 19 years and over with less than Grade 10 will be considered individually.
Facility with English.
A personal interview.
Length of Program — 480 hours — offered part-time in both day and evening courses.

Further details regarding Registration and the structure of the program may be obtained from:
Health Care Aide Program
Division of Community Services
George Brown College
P.O. Box 1015, Station "B"
Toronto, Ontario M5T 2T9
Telephone: 967-1212, local 634

Communications CARE 900

Monday, 1800-2200 hrs.
Tuesday, 1000-1400 hrs.
(Fall term only)
Kensington Campus
40 hours
Fee: $45.00

This course promotes a better understanding of the cultural patterns and social values of the institutional population. Verbal and non-verbal communication along with the effective use of English are emphasized.

Start dates:
October 1 and 2, 1979
January 14, 1980
March 31, 1980

Biological Needs CARE 901

Tuesday, 1800-2200 hrs.
or 1000-1400 hrs. (Winter term only)
Kensington Campus
40 hours
Fee: $45.00

Students will be introduced to normal body processes and the physical changes which occur during the life cycle. Nutritional needs to maintain health with special reference to the needs of the elderly will be considered.

Start dates:
October 2, 1979
January 15, 1980
April 1, 1980

Social and Emotional Needs CARE 903

Monday, 1800-2200 hrs.
Tuesday, 1000-1400 hrs. (Spring term only)
Kensington Campus
40 hours
Fee: $45.00

This course examines the basic social and emotional needs of individuals as a background to understanding the emotional and mental changes which occur with aging and institutionalization.

Start dates:
October 1, 1979
January 14, 1980
March 31, 1980
April 1, 1980

Clinical 1 CARE 908

Wednesday, 1800-2200 hrs.
Nightingale Campus
Thursday, 1000-1400 hrs. (Fall term only)
Kensington Campus
40 hours
Fee: $85.00

This course is a combination of theory, demonstration and student practice. Students learn the basic principles of care with emphasis being placed on the needs of residents, and the application of these skills in a variety of institutional facilities.

Start dates:
October 3 and 4, 1979
Januery 16, 1980
April 2, 1980

Clinical 2 CARE 909

Thursday, 1800-2200 hrs.
Kensington Campus
Thursday, 1000-1400 hrs. (Winter term only)
Nightingale Campus
40 hours
Fee: $45.00

Methods of remotivation and means of minimizing the disabling effects of aging and chronic disease are demonstrated and practiced. Students learn how to apply these skills in a variety of situations.

Start dates:
October 4, 1979
Januery 17, 1980
April 3, 1980

Clinical 3 CARE 910

240 hours
Fee: $20.00

Students will be placed in an institutional setting for the purpose of developing the job competencies of the Health Care Aide. Those who can document competency through employment status will be eligible to apply for exemption from this course.

Start dates:
To be arranged by coordinator.

The Dynamics of 50 Plus CARE 907

Tuesday, 1830-2130 hrs.
Kensington Campus
36 hours
Fee: $45.00

This course is designed to provide an understanding of the factors involved in personal growth and development in the 50+ years. The biological and psychological myths and realities and the available financial, medical, residential, educational, recreational, employment and volunteer resources will be examined. Participants will seek to determine those factors intrinsic in "dynamic" maturity in order to gain insight and skills in coping with both their own maturation and that of others with whom they have contact.
Guest speakers, discussion and audio visual aides will be integrated throughout the course.

Start dates:
Septembar 26, 1979
January 16, 1980

Hearing Impaired

Total Communication (Part 1) DEAF 900

Monday, 1700-1900 hrs.
or 1900-2100 hrs.
Casa Lome Campus
45 hours
Fee: $50.00

Course Content: An introductory course designed for those who come in frequent contact with, or work with, the deaf. The course is designed to give fluency in one-way conversation with a deaf person.
Two classes may be held depending upon enrolment. One class will commence at 1700 hrs. and complete at 1900 hrs., the other class from 1900 hrs.to 2100 hrs.

Start date:
Octobar 1, 1979

Total Communication (Part 2) DEAF 902

Monday, 1900-2100 hrs.
Case Lome Campus
45 hours
Fee: $50.00

Course Content: The second part of the course is designed to give the student the ability to carry on a normal two-way conversation with deaf persons.

Start date:
Octobar 1, 1979

Total Communication (Part 3) DEAF 906

Monday, 1900-2100 hrs.
Casa Loma Campus
45 hours
Fee: $50.00

Course Content: Development of the manual skills taught in Part II. Opportunities to practise before groups of hearing impaired people: (a) seminars, (b) meetings.
Development of the ability to convey the thought, intent and spirit of a speaker and to maintain the dignity and purity of the language of signs.

Start date:
Octobar 1, 1979

NOTE: For further information concerning Hearing Impaired courses phone 967-1212 ext. 433.

Electro-Mechanical

Ganeral Machine Shop (Upgrading) MACH 906A

Monday and Wednesday, 1900-2200 hrs.
Cesa Loma Campus
90 hours
Fea: $95.00
Matarials: $20.00

Prerequisite: For people with some machine shop experience.
Course Content: Theory and practical assignments in shop mathematics; benchwork, drills and drilling, bandsaws, lathes, milling machines, surface and cylindrical grinders.

Start data:
October 1, 1979

Ganeral Machine Shop (Pre-Job) MACH 906B

Tuesday and Thursday, 1900-2200 hrs.
Cesa Loma Campus
90 hours
Fea: $95.00
Matarials: $20.00

Course Content: Theory and practical assignments in shop mathematics; benchwork; drills and drilling; bandsaws, lathes, milling machines, surface and cylindrical grinders.

Start date:
October 2, 1979.

Lathework MACH 541

Tuesday and Thursday, 1900-2200 hrs.
Case Loma Campus
90 hours
Fea: $95.00
Matarials: $20.00

Prerequisite: MACH 540 or equivalent.
Course Content: Lathe construction, operation, safety and accessories; theory of metal cutting, sharpening tool bits, plain turning, knurling, drilling, counter boring and tapping, form turning; steady and follower rest work; four jaw chuck work; taper theory and taper turning; profile turning; thread types; theory and cutting; single and multiple start threads; eccentrics; boring; turret lathe theory; spring winding, grinding attachments.

Start data:
October 2, 1979

Mechanical Maintenanca (Part I) MILL 900A

Monday, 1900-2200 hrs.
Cesa Lome Campus
60 hours
Fee: $65.00
Matariels: $10.00

Course Content: Machine tool terminology and operations, filing, sawing, drilling and reaming; wrenches and other hand tools. Shafts, keys, threads, fasteners, couplings, chain drives, belt drives, bearings and basic rigging including fiber and wire rope, slings and related hardware. Shop projects including Machine tool operations, benchwork, coupling, bearing fitting and aligning.

Start data:
October 1, 1979

Mechanical Maintananca (Part II) MILL 900B

Monday, 1900-2200 hrs.
Cesa Loma Campus
60 hours
Fea: $65.00
Matariels: $10.00

Prerequisite: MILL 900A.
Course Content: Gear types, terminology, simple and compound gear trains; basic hydraulic and pneumatic principles, components and circuits; air compressor types and components; conveyor types and terminology; trouble shooting and servicing. Shop assignments including machine tool and benchwork operations; pneumatic and hydraulic circuitry.

Start data:
October 1, 1979

Numarical Control I MACH 902

Monday, 1900-2200 hrs.
Casa Loma Campus
60 hours
Fea: $65.00
Matariels: $10.00

Prerequisite: General machining experience.
Course Content: Applications, justification; axes; co-ordinates, quadrants; systems, tapes and codes; programming point to point and continuous path systems; tape preparation and editing; 2-axis milling machine programming, set-up and operation; basic computer programming.

Start date:
Octobar 1, 1979

Numerical Control II MACH 905

Monday, 1900-2200 hrs.
Casa Loma Campus
60 hours
Fea: $65.00

Prerequisite: Mach 904 or previous part programming experience.
Course Content: History, computer assist N/C language; APT and AD-APT systems; hardware, software, AD-APT system structure; AD-APT; co-ordinator system, part geometry; tools-to-geometry, relationships, part surface, drive surface, check surface, extended capabilities; AD-APT statements, vocabulary, symbols and punctuation; geometric words, logical structure in describing, part geometry; tool motion, tool description statements. motion statements, motion termination.
Note: This is a practical hands-on N/C computer course which will run when enrollment is sufficient.

Start data:
March 11, 1980

Injection Moulding PL 905

Thursdey, 1900-2200 hrs.
Casa Loma Campus
30 hours
Fea: $65.00
Materials: $10.00

Course Content: Properties and characteristics of thermoplastic materials; poleolefins, polystyrenes, vinyls, nylon acrylics. Use of regrind and virgin materials. Colour mixing, shrinkage factors. Pre-drying thermoplastics and methods. Process: operating principles of plunger injection and reciprocating screw injection machines; machine components and nomenclature; instrumentation and controls; hydraulic systems; mould temperature control. Practical: operation of machines; mould set-up; setting temperatures; cycles and controls, mould temperature control, safety features and precautions; troubleshooting. Design: mould components and nomenclatures; good and poor design; types of moulds; application and design of various types and sizes of runners, sprues and gates, draft angles; tolerances; mould maintenance.

Start data:
October 4, 1979

Welding I WELD 900

Tuesday (Fall tarm)
Monday and Wednesday (Spring tarm)
1900-2200 hrs.
Casa Loma Campus
60 hours
Fea: $70.00
Matariels: $20.00

Prerequisite: Ability to understand English well enough to absorb instruction.
Course Content: Basic principles of oxyacetylene and electric arc welding; safety precautions; types and uses of various oxyacetylene flames; types and uses of various rods and electrodes; braze welding; use of fluxes, arc welding machine controls; practice welding in the flat position using oxyacetylene and electric arc equipment.

Start detes:
October 2, 1979
March 26, 1980

Welding II WELD 901

Tuesday (Fall tarm)
Monday and Wednesday (Spring term)
1900-2200 hrs.
Casa Loma Campus
60 hours
Fee: $70.00
Materials: $20.00

Prerequisite: WELD 900 or equivalent experience.
Course Content: Theory of alternating and direct current; polarity; shielded arc electrodes; classification and selection of electrodes; edge preparations, joint design; weld faults; manufacture and storage of oxygen and acetylene; basic welding metallurgy; practice welding of fillet, lap, and butt joints in the flat, horizontal, and vertical positions using oxyacetylene equipment; practice welding of fillet and lap joints in the flat, horizontal and vertical positions using electric arc equipment.

Start datas:
October 2, 1979
March 26, 1980

Welding III **WELD 907**

Thursday (Fall term)
Tuesday and Thursday
(Spring term)
1900-2200 hrs.
Casa Loma Campus
60 hours
Fee: $85.00
Materials: $30.00

Prerequisite: WELD 900 and WELD 901, or equivalent experience.
Course Content: Selection of electrodes; function of cellulose and low hydrogen coatings; electrode operating characteristics; control of weld faults; set-up and adjustment of machine controls; techniques required for "all position" welding; control of distortion; testing of welds; practice welding of fillet and lap joints in all positions and an introduction to groove joints in all positions. Cellulose and low hydrogen electrodes will be used.

Start date:
October 4, 1979
March 27, 1980

Welding Pre-Cartification (A.S.M.E.) **WELD 903**

Monday (Fall term)
Tuesday and Thursday
(Spring term)
1900-2200 hrs.
Casa Loma Campus
60 hours
Fee: $85.00
Materials: $40.00

Prerequisite: WELD 900, WELD 901 and WELD 907 or equivalent experience.
Course Content: Safety precautions; function of electrode coatings; electrode selection and application; edge preparation, weld faults, welding techniques; setting up of equipment; testing of welds and operators' codes; practice welding of groove joints in all positions, using cellulose and low hydrogen electrodes; root and face guided bend test specimens will be taken from buff welds in all positions.
Note: Applicants must be interviewed prior to acceptance. Appointments for interviews can be arranged by phoning 967-1212 ext. 461.

Start dates:
October 1, 1979
March 27, 1980

Welding — Pipe — Uphill (S.M.A.W.) **WELD 904**

Wednesday, 1900-2200 hrs.
Casa Loma Campus
60 hours
Fee: $100.00
Materials: $65.00

Prerequisite: (1) WELD 900; WELD 901, WELD 907, and WELD 903; or (2) Boiler Inspection Branch (A.S.M.E.) certification for all positions.
Course Content: Pipe specifications, preparation of pipe, recommended fits and tolerances; electrode selection and classification; testing of welds and operators' codes; practice welding, using the uphill welding technique and low hydrogen arc welding electrodes.
Note: Applicants must be interviewed prior to acceptance. Appointments for interview can be arranged by phoning 967-1212 ext. 461.

Start date:
October 3, 1979

Welding — Pipe — Uphill (GTAW/SMAW) **WELD 906**

Monday and Wednesday
1900-2200 hrs.
Casa Loma Campus
60 hours
Fee: $100.00
Materials: $90.00

Prerequisite: WELD 900, WELD 901, WELD 907, WELD 902 or WELD 903 and WELD 905; or Boiler Inspection Branch (ASME) certification for all position welding and proficiency in the use of low hydrogen electrodes.
Course Content: Pipe specification, preparation of pipe, recommended fits and tolerances; electrode classification and selection; testing of welds and operators; codes; setting up and adjusting GTA equipment; tungsten electrodes; shielding gases; practice welding of carbon steel pipe using the GTAW process for the root pass and low hydrogen electrodes for succeeding passes.
Note: Applicants must be interviewed prior to acceptance. Appointments for interviews can be arranged by phoning 967-1212 ext. 461.

Start date:
March 26, 1980

Welding Ornamental Matalwork **WELD 909**

Tuesday (Fall term)
Tuesday and Thursday
(Spring term)
1900-2200 hrs.
Casa Loma Campus
60 hours
Fee: $85.00
Materials: $15.00

Course Content: Fundamentals of welding, safety precautions, selection of materials; fundamentals of design, use of hand tools, methods of twisting, forming and fastening metals; forming of scrolls; surface decoration, surface finishing; use of metal working equipment; practice shop work consisting of the fabrication of various types of ornamental metal projects.

Start dates:
October 2, 1979
March 27, 1980

Welding Aluminum and Stainless Steel (GTAW/GMAW) **WELD 910**

Monday and Wednesday
1900-2200 hrs.
Casa Loma Campus
60 hours
Fee: $100.00
Materials: $50.00

Prerequisite: WELD 900 and WELD 901 or a minimum of six months continuous experience in oxyacetylene or arc welding.
Course Content: Setting up and adjusting G.T.A.W. and G.M.A.W. equipment; types, sizes and uses of tungsten electrodes; types and sizes of filler wires, use of shielding gases; flow-meters; practice welding of light gauge aluminum and stainless steel sheet using the G.T.A.W. process and welding of aluminum plate using the G.M.A.W. process.

Start date:
March 26, 1980

The following Non-destructive Testing courses will be offered in co-operation with the Canadian Society for Non-destructive testing. Details of start dates, times and fees are available from the admissions office at Casa Loma Campus.

Eddy Current Testing I **TEST 901**

Casa Loma Campus

A basic course in eddy current testing will be directed to technicians who are using the equipment, to supervisors and others who require a basic understanding of the method, and to those who wish to broaden their knowledge in non-destructive testing.
Course Content: Introduction and testing philosophy, test principles, applications and capabilities, equipment, testing techniques, calibration.
Textbook: General Dynamics Classroom Training Handbook CT-6-5, Eddy Current Testing

Ultrasonic Testing II **TEST 902**

Casa Loma Campus

Prerequisite: Ultrasonic Testing I or Certification to the Canadian Government Specification Board junior level in Ultrasonics or equivalent experience satisfactory to the instructor.
This course is specifically directed to the person whose work requires the interpretation of the results of an ultrasonic test and the insurance that the test is performed in accordance with applicable codes and standards. Inspectors, engineers, surveyors and supervisors will find this course of value.
Course Content: Review of the basic principles of Ultrasonic Testing; application and capabilities of available instrumentation; interpretation of results; knowledge of testing standards, codes, records and regulations.
Textbook: General Dynamics Manual CT-6-4 "Ultrasonic Testing".

Industrial Radiography II **TEST 904**

Casa Loma Campus

Prerequisite: Industrial Radiography I or Certification as a Junior Radiographer (48-GP-4) or equivalent experience satisfactory to the instructor.
This course is specifically directed to the person whose work requires the ability to interpret the results of radiographic tests. While some time will be devoted to discussion of basic principles and equipment, the emphasis will be placed on film interpretation, evaluation of film in accordance with codes, and use of codes. Inspectors, engineers and supervisors will find this course of value.
Course Content: Review of basic principles of radiography; equipment applications and capabilities; film interpretation; use of codes; records and regulations.
Textbook: General Dynamics CT-6-6 "Radiographic Testing".

Electrical Apprentice Review **EL 900**

Monday and Wednesday, 1900-2200 hrs.
Casa Loma Campus
60 hours
Fee: $65.00

Designed for those apprentices who are in their final term and who expect to write the qualifying examination sometime within the year.
Course Content: Theory, code and equipment over the entire area of apprenticeship training.

Start dates:
October 1, 1979
February 4, 1980
April 14, 1980

Estimating for the Electrical Trade **EL 901**

Monday and Wednesday, 1900-2200 hrs.
Casa Loma Campus
60 hours
Fee: $65.00

Prerequisite: Journeyman electrician, fifth term apprentice, or equivalent.
Course Content: Plan analysis; take-off procedure, transferring and pricing; labour units; installation only projects; adjustments for working conditions; cable poles; pull boxes; labour cost variables; non-productive labour; incidental and direct job cost; electric heating loads.

Start date:
October 2, 1979

Hydro-Electric Powar Commission Regulations **EL 902**

Tuesday and Thursday, 1900-2200 hrs.
Casa Loma Campus
60 hours
Fee: $65.00

Prerequisite: At least fifth term apprentices, or journeymen.
Course Content: Authority, interpretations, use of the index, application of regulations.

Start dates:
October 2, 1979
February 5, 1980

Electrical Drafting (Basic) A.T.E.C. Program **EL 903**

Tuesday, 1900-2200 hrs.
Casa Loma Campus
60 hours
Fee: $65.00

Course Content: Lettering; use of instruments, linework, orthographic projection, dimensioning, sections, architect scale; isometric projection; sketching; electrical and electronic symbols, basic electrical circuit diagrams; transformers, relays, riser and block diagrams; residential wiring, illumination and electric heating.

Start date:
October 2, 1979

Electrical Construction and Maintananca I **EL 907**

Monday and Wednesday, 1900-2200 hrs.
Casa Loma Campus
60 hours
Fee: $65.00
Materials: $20.00

Prerequisite: Grade 10 or the equivalent.
Course Content: Ohm's Law; series circuits, combination circuits; two-wire distribution; line loss, power efficiency; wire calculations; batteries, magnetism, electromagnetism, induction, three-wire distribution; Hydro Electric Power Commission Regulations; shop projects.

Start dates:
October 1, 1979
February 4, 1980

Electrical Construction and Maintananca II **EL 908**

Tuesday and Thursday, 1900-2200 hrs.
Casa Loma Campus
60 hours
Fee: $65.00
Materials: $20.00

Prerequisite: EL 907 or the equivalent.
Course Content: Electromagnetism; induction; DC generators; generator set-up and operation; DC motor, motor operation and controls; Hydro-Electric Power Commission Regulations; shop projects.

Start dates:
October 2, 1979
February 5, 1980

Electrical Construction and Maintananca III **EL 909**

Tuesday and Thursday, 1900-2200 hrs.
Casa Loma Campus
60 hours
Fee: $65.00
Materials: $20.00

Prerequisite: EL 908 or the equivalent.
Course Content: AC fundamentals, vectors, single-phase transformers, single-phase motors, three-phase motors, three-phase transformers, auto-transformers, Hydro-Electric Power Commission Regulations, shop projects.

Start dates:
October 2, 1979
February 5, 1980

Industrial Electronic Controls (Part I) **EL 910**

Thursday, 1900-2200 hrs.
Casa Loma Campus
60 hours
Fee: $65.00
Materials: $10.00

Prerequisite: Fifth term apprentices, journeymen electricians, or equivalent.
Course Content: Circuit components, meter applications, thermistors, photo devices characteristics, bridge circuits, zener diodes, oscilloscope familiarization, transistor switching, theory and shop.

Start date:
October 4, 1979

Industrial Electronic Controls (Part II) **EL 911**

Monday, 1900-2200 hrs.
Casa Loma Campus
60 hours
Fee: $65.00
Materials: $10.00

Prerequisite: EL 910.
Course Content: Common emitter amplifier, common base amplifier, common collector amplifier, SCR characteristics and control, SCR converter, UJT transistors, UJT — SCR power control, Schmitt trigger, resistive sensitive relay, voltage sensitive relay, photo electric devices, photo electric relays, diode and transistor logic, theory and shop.

Start date:
October 1, 1979

Industrial Electronic Controls (Part III) **EL 912**

Tuesday, 1900-2200 hrs.
Casa Loma Campus
60 hours
Fee: $65.00
Materials: $10.00

Prerequisite: EL 911.
Course Content: Timing circuits, UJT timing relay, transistor timing relay, multivibrators, register controls, Eddy current clutch drives, variable DC motor devices, variable AC motor drives, resistance welder controls, programmable controllers, theory and shop.

Start date:
October 2, 1979

Electrical Blueprint Reading **ELDR 612**

Monday and Wednesday, 1900-2200 hrs.
Casa Loma Campus
60 hours
Fee: $65.00

Prerequisite: Electrical Apprentice, Electrician, or anyone employed in the Electrical Construction and Maintenance Industry.
Course Content: Printing, architect's scale, residential drawings, construction drawings, architectural drawings, structural drawings, concrete drawings, mechanical drawings, specifications, electrical drawings, layout drawings, material take-off, material order, time sheets, inspection, as-built drawings, schematic drawings, and equipment take-off.

Start dates:
October 1, 1979
February 4, 1980

Electronic Fundamentals (Part I) **ELTC 900**

Monday, 1900-2200 hrs.
St. James Campus
60 hours
Fee: $65.00

Course Content: Energy; electricity; resistors and conductors; cells and batteries; voltage; current and resistance; Ohm's law, electric power; DC circuits; Kirchoff's law; capacitors; electromagnets; inductors and induction; Lenz's law; AC source; vectors; reactance; impedance; resonance; AC power; electric meters; transformers, resonant circuits; AC circuits.

Start date:
October 1, 1979.

Electronic Fundamentals (Part II) **ELTC 901**

Tuesday, 1900-2200 hrs.
St. James Campus
60 hours
Fee: $65.00

Prerequisite: Successful completion of ELTC 900.
Course Content: Transducers, vacuum tube operation; vacuum tube characteristics; basic power supplies; electronic meters; cathode ray tubes; oscilloscope; power transfer; impedance matching; atomic structure of semiconductors; diode junction; avalanche and Zener breakdown; junction transistors; transistor amplifiers, coupling methods, power amplifiers, transistor oscillators; FET, UJT semi-conductors data sheets.

Start date:
October 2, 1979

Electronic Fundamentals (Part III) Radio **ELTC 902**

Thursday, 1900-2200 hrs.
St. James Campus
60 hours
Fee: $65.00

Prerequisite: Successful completion of ELTC 901.
Course Content: Communications systems; amplitude modulation; frequency modulation; demodulation and detection; troubleshooting and maintenance; test equipment; troubleshooting radio receivers; servicing techniques; servicing automobile receivers; AM/FM receivers; radio receiver alignment; sound systems; record changers-pickups; tape recorders; RC circuits; LR circuits; blocking oscillators; multi-vibrators.

Start date:
October 4, 1979

Electronic Fundamentals (Part IV) Television **ELTC 903**

Thursday, 1900-2200 hrs.
St. James Campus
60 hours
Fee: $65.00

Course Content: Sawtooth generators; flip-flop; binary counters; decimal counters; clippers; limiters; shapers; triggering circuits; gating circuits; television system requirements; tuner circuits; VHF tuners; video IF section; video amplifiers; picture tubes; sound channels; sync signals, sync circuits and DC restorers; sweep oscillators; sweep amplifiers; high voltage suppliers; UHF tuners; antennas; transmission lines; component television receivers; servicing techniques.

Start date:
October 4, 1979

Colour Television **ELTC 909**

Thursday, 1900-2200 hrs.
St. James Campus
60 hours
Fee: $65.00

Prerequisite: Sound knowledge of black and white television circuitry. A short qualifying test at the time of registration.
Course Content: Principles of the colour TV system; colour receiver circuits, RF and IF circuits, video, sync, voltage supply circuits; band pass amplifier, colour sync, colour killer circuits, colour demodulation, matrix section, colour picture tube and associated circuits, servicing the colour receiver, set up procedure, aligning the colour receiver, trouble shooting; current models of receivers.

Start date:
October 4, 1979

Computer Systams **ELTC 906A**

Thursday, 1900-2200 hrs.
St. James Campus
45 hours
Fee: $50.00

Prerequisite: ELTC 906 or equivalent.
Course Content: Basic programming concepts, machine language, computer organization, order code; programming: assembler, editor, debugging; computer peripherals, core, drum, disc, magnetic tape, cards, paper tape, printer, data transfer, interfacing; i/o bus., peripheral controls; laboratory work, programs in assembler language, construction in interface units.

Start data:
February 7, 1980.

Microprocessors (Part I) **ELTC 917**

Tuesday, 1900-2200 hrs.
St. James Campus
45 hours
Fee: $50.00

Prerequisites: ELTC 906 or equivalent. A basic knowledge of minicomputers and machine language programming would be an asset.
Course Content: Construction of a microcomputer by each student, discussion of microcomputer design, fundamental machine language programming techniques, and basic interfacing procedures will be covered in a lecture/lab setting using the 6800 microprocessor and related support logic.
The constructed microcomputer will be available for the students personal use with the payment of an optional laboratory fee of $175 of which $150 is refundable with the return of the microcomputer in working condition.

Start dates:
October 2, 1979
February 5, 1980

Microprocessors (Part II) **ELTC 918**

Thursday, 1900-2200 hrs.
St. James Campus
45 hours
Fee: $50.00

Prerequisites: ELTC 917 or equivalent.
Course Content: Students will develop programs for the 6800 or 8080 microprocessors using the cross-assemblers on the College computer time-sharing facility. Interfaces for teleprinters, keyboard displays, video terminals, cassette tape, and floppy disc, will be discussed and used with the microcomputers built in ELTC 917 in a lecture/lab setting. Popular microprocessors and their support logic will be compared in relation to application.

Start dates:
October 4, 1979
February 7, 1980

Logic **ELTC 906**

Thursday, 1900-2200 hrs.
St. James Campus
45 hours
Fee: $50.00

Prerequisite: ELTC 904 or equivalent. Background knowledge of transistor theory.
Course Content: Logic circuits; register circuits; Boolean algebra; arithmetic circuits; codes and error detection; A/D and D/A conversion; laboratories.
Note: This course is a prerequisite for ELTC 906A (Computer Systems).

Start date:
October 4, 1979

Video Tape Recorders
Theory and Maintenence
ELTC 912

Tuesday, 1900-2200 hrs.
St. James Campus
60 hours
Fee: $65.00

Prerequisite: Fundamental knowledge of electronics and basic T.V.
Course Content: Theory of video tape recording principles; magnetic recording process; tape magnetization; single track, multi-track, vertical and slanted tracks; signal modulation and demodulation systems; pre-emphasis and de-emphasis requirements; FM signal differentiation; low pass filter; white clipper; limiter; d-c restoration; servo-operation; basic editing and colour signal recording principles; time base correction, editing and time-code recording methods, ENG (Electronic news gathering) applications.

Start dete:
October 2, 1979

Introductory ETV and
Broadcast Maintenence
ELTC 915

Mondey, 1900-2200 hrs.
St. Jemes Cempus
60 hours
Fee: $65.00

Prerequisite: Fundamental knowledge of electronics and basic T.V.
Course Content: Theory and techniques as applicable to close television circuit operations found in broadcast studies, educational television, community cable television centers, and related fields; audio distribution systems and level standards, monitoring, equalization, and matching requirements, the audio console, equipment and system testing parameters and methods, magnetic recording and playback channel evaluations; r-f and video distribution systems, the monochrome and NTSC colour TV signal, types of TV monitors and synchronization, basic video switching and special effects functions, circuit analysis of TV cameras and alignment principles, the telecine or TV film camera, basic test procedures and interpretations of synthetic TV test signals, VIT (Vertical Interval TV signals), equipment and system measurements and evaluations, solid state TV picture pick-up devices, comparing analogue and digital TV signal distribution.

Start dete:
October 1, 1979

Introduction to Electronic
Orgens and Electronic
Musicel Instruments
Service **ELTC 919**

Tuesdey, 1900-2200 hrs.
St. Jemes Cempus
60 hours
Fee: $65.00

Prerequisite: A basic knowledge of electricity and electronics.
Course Content: Review of sound physics and acoustics; harmonic distortion — amplitude vs frequency distortion; Waveform analysis — complex waves, sine waves, square wave, saw tooth, odd harmonics vs even, etc.; musical frequencies, natural vs tempered scale; sine wave harmonic synthesis — corroborative and mutation effects; synthesizer — block diagrams; organ tone generators, keyed oscillators, master oscillator — frequency divider; keying and switching principles; timbre or tone forming principles; filters — active vs passive filters; percussion definition — solo-gating percussion — touch-response percussion; neon gating and switching; vibrato and tremolo principles; power supplies — regulation — power amplifiers; installation considerations; entertainment organ design.

Start dete:
October 2, 1979

Digitel Systems Servicing
Part I
(Besic Digital Logic) **ELTC 920**

Tuesdey, 1900-2200 hrs.
St. Jemes Cempus
60 hours
Fee: $65.00

Prerequisite: Presently employed in the electronics field.
Course Content: Binary numbers and codes; basic gate functions (AND, OR, NAND, NOR, XOR and INVERT); basic gate symbols and truth-tables; positive and negative logic conventions; flip-flops; counters; storage and shift registers; timing sources; encoders; decoders; multiplexers and demultiplexers; display devices and multiplexing; reading spec. sheets and schematics; types of logic families (TTL, CMOS, ECL) and their characteristics. Servicing considerations and test equipment.

Start dete:
October 2, 1979

Digitel Systems Servicing
Part II
(Microprocessor Based)
ELTC 921

Thursdey, 1900-2200 hrs.
St. Jemes Cempus
60 hours
Fee: $65.00

Prerequisite: Successful completion of ELTC 920 or equivalent.
Course Content: Microcomputer basics; terms and conventions; the basic MPU; fetch/execute; addressing modes; basic programming (straight line and branching); simple algorithms; condition codes; the 6800 MPU basic architecture and instruction set. I/o operations; interfacing fundamentals; interfacing with PIA. Typical microprocessor based systems; servicing approaches.

Start dete:
October 4, 1979

Fashion Technology

Fashion Technology

Craative Fashion Dasign
Apparel Management

The following courses are offered to those people interested in obtaining a diploma in Creative Fashion Design or Apparel Management, or in upgrading their present employment.
Some credit courses in the full-time Apparel Management program are scheduled in the evening. Part-time students are welcome.

Apparal Construction I
(Drassmaking
Elementary) DRES 141X

Monday and Wadnasday,
or Tuasday and Thursday,
1900-2200 hrs.
Kensington Campus
60 hours
Fee: $65.00
Equipment Fee: $5.00

Course Content: Elementary dressmaking using commercial patterns; samples, measurements, relationship of pattern, style and fabric; laying-out patterns; sewing techniques (hand, domestic and industrial machines). Student to supply materials.

Start dates:
October 1 and 2, 1979
January 14 and 15, 1980

Apparal Construction II
(Drassmaking
Intermadiate) DRES 145X

Monday or Tuesday,
1900-2200 hrs.
Kensington Campus
30 hours
Fee: $35.00
Equipment Fee: $5.00

Course Content: Continuation of DRES 141X. Proper selection of style and pattern to suit the wearer and material; purpose and selection of supporting fabrics, selection and preparation of lining fabrics; preparation of the pattern and pattern alterations. Student to supply materials.

Start dates:
October 1 and 2, 1979
January 14 and 15, 1980

Apparel Construction III
(Dressmaking
Advanced) DRES 151X

Monday and Wednesday,
or Tuasday end Thursday,
1900-2200 hrs.
Kensington Campus
60 hours
Faa: $65.00
Equipment Fee: $5.00

Prerequisite: DRES 141X and/or DRES 145X.
Course Content: Efficient use of materials to minimize waste. Couture methods. The student will provide own material.

Start dates:
January 14 and 15, 1980

Apparal Pattarn Drafting I
(Elementary) PAT 141X

Monday and Wednesday,
or Tuesday and Thursday,
1900-2200 hrs.
60 hours
Kansington Campus
Fee: $65.00
Equipment Fee: $5.00

Prerequisite: Knowledge of dressmaking.
Course Content: Elementary pattern design (misses sizes 8-10, 12, master blocks); drafting directly "on the flat", i.e. on paper; designing ladies' skirts, slacks, blouses, dresses to manufacturing methods, to a price range. Students to supply materials.

Start datas:
October 1 and 2, 1979
Janaury 14 and 15, 1980

Apparal Pattarn Drafting II
(Intermediete) PAT 143X

Monday or Tuesday,
1900-2200 hrs.
Kensington Campus
30 hours
Faa: $35.00
Equipment Fee: $5.00

Prerequisite: PAT 141X or equivalent.
Course Content: Drafting to manufacturing sizes. Misses dresses, evening dresses, jackets, outer wear, lingerie. Students to supply own materials.

Start dates:
Octobar 1 and 2, 1979
January 14 and 15, 1980

Apparal Pattarn Drafting III
(Advancad) PAT 151X

Monday or Tuasday,
1900-2200 hrs.
Kansington Campus
30 hours
Fee: $35.00
Equipment Fee: $5.00

Prerequisite: PAT 143X.
Course Content: Design of a garment from a sketch or an original idea; creative styling such as coats, suits, sportswear, etc., and also dresswear and advanced styling. Students to supply own materials.

Start datas:
Janaury 14 and 15, 1980.

Man's Pattarn
Drafting PAT 142X

Thursday, 1900-2200 hrs.
Kensington Campus
60 hours
Fee: $65.00
Equipment Fee: $5.00

Prerequisite: PAT 141X or equivalent.
Course Content: Styling, line, proportion; research (drafting of men's patterns).
Students to supply own material.

Start date:
October 4, 1979

Tailoring (Ladies') DRES 146X

Tuesday and Thursday,
1900-2200 hrs.
Kansington Campus
60 hours
Fee: $65.00
Equipment Faa: $5.00

Prerequisite: DRES 141X or sewing skills.
Course Content: Ladies' tailoring, sewing, cutting techniques; finishing coats and suits using commercial patterns. Industrial machines.
Students supply own materials.

Start date:
January 15, 1980

Tailoring (Man's) DRES 146X

Monday and Wednesday,
1900-2200 hrs.
Kensington Campus
60 hours
Fee: $65.00
Equipment Fee: $5.00

Prerequisite: DRES 141X or sewing skills.
Course Content: Men's tailoring, sewing, cutting techniques; finishing coats and suits using commercial patterns. Industrial machines.
Students supply own materials.

Start date:
Janaury 14, 1980

Feshion Illustration I
(Elamantary) PAT 144X

Wadnesday, 1800-2100 hrs.
Kensington Campus
30 hours
Fee: $35.00
Equipmant Fee: $5.00

Course Content: An introductory course in fashion drawing emphasizing the drawing methods used in industry. Rough sketch and working drawing; achieving textures and patterns; finished drawing in mixed media.
Students to supply own materials.

Start dates:
Octobar 2, 1979
January 15, 1980

Fashion Illustration II
(Intarmediate) PAT 154X

Wadnasday, 1800-2100 hrs.
Kensington Campus
30 hours
Faa: $35.00
Equipmant Faa: $5.00

Prerequisite: PAT 144X or equivalent.
Course Content: Commercial applications in fashion art. Creative sketching, line, colour related to fashion concepts.
Students supply own materials.

Start datas:
Octobar 2, 1979
Janaury 15, 1980

Theory and Recognition of Furs (Introduction) **FUR 543X**

Monday and Wednesday, 1300-1500 hrs.
Kensington Campus
60 hours
Fee: $65.00
Equipment Fee: $5.00

Prerequisite: Instructor's evaluation or employment in fur industry.
Course Content: Recognition of wild and ranched furs in skin form.

Starts every Monday.

Fur Manufacturing Techniques (Elementary) **FUR 544X**

Monday or Thursday, 0800-1200 hrs.
Kensington Campus
80 hours
Fee: $85.00
Equipment Fee: $5.00

Prerequisite: Interview or employment in fur industry.
Course Content: Cutting, sewing, blocking and finishing fur garments. Students may purchase required pelts at cost and must supply own tools.

Starts every Monday

Leather Manufacturing Techniques **LTH 544A**

Tuesday, 0800-1200 hrs.
Kensington Campus
40 hours
Fee: $45.00
Equipment Fee: $5.00

Prerequisite: Ability to operate industrial sewing machine
Course Content: Cutting leather and sewing on walking-foot machine as well as hand-stitching. Making garments.
Students must purchase own leather and supply own tools.

Starts every Tuesday

Fur and Leather Fashions **FUR 545A**

Friday, 0800-1200 hrs. 1300-1500 hrs.
Kensington Campus
60 hours
Fee: $65.00
Meteriels: $5.00

Prerequisite: FUR 144 or experience.
Course Content: Drafting patterns and grading.
Students must purchase own instruments and factory cotton.

Starts every Friday

Work Menegement I (Time Studies) — (Apperel) **AT 100X**

Wednesday, 0900-1300 hrs.
Kensington Campus
64 hours
Fee: $70.00
Equipment Fee: $5.00

Prerequisite: Grade 12 mathematics; apparel plant experience or equivalent.
Course Content: Methods, time and motion studies with emphasis on sewing and cutting and work simplification.
Students supply own stop watches and boards.

Start dete:
September 12, 1979

Needle Trede Technology II (Sewing Machine Repairs) Elementary **AT 152**

Tuesday, 1830-2130 hrs.
Kensington Campus
48 hours
Fee: $55.00
Equipment Fee: $5.00

Prerequisite: Demonstrated mechanical aptitude.
Course Content: Some mechanics of sewing machines, history, justifying purchase, variations, efficient uses and common repairs (elementary).

Start dete:
January 8, 1980

Personnel and Industrial Reletions **AT 161X**

Monday, 0900-1200 hrs.
Kensington Campus
48 hours
Fee: $50.00
Equipment Fee: $5.00

Course Content: Includes SEW 141 plus techniques for training production employees, single-needle sewing machine. Selection, orientation, evaluation of operators and cutters.

Start date:
September 10, 1979

Serger Machine **SEW 542X**

Monday to Friday
0800-1500 hrs.
Kensington Campus
30 hours
Fee: $35.00
Equipment Fee: $5.00

Prerequisite: SEW 141X.
Course Content: Special module (30 hours) for students reaching SEW 141X/151 objectives in less than 240 hours. Also available for part-time students during regular classes — how to operate serger as used in Ontario apparel plants.
Students to supply own garment fabric.

Starts every Monday

Blind Stitch Machine **SEW 543X**

Monday to Friday
0800-1500 hrs.
Kensington Campus
30 hours
Fee: $35.00
Equipment Fee: $5.00

Prerequisite: SEW 141X.
Course Content: Special module as for SEW 542X — how to use blind stitch machine as used in Ontario apparel plants.
Students to supply own garment fabric.

Starts every Monday

Button-Hole and Button Sewer Machine **SEW 544X**

Monday to Friday
0800-1500 hrs.
Kensington Campus
30 hours
Fee: $35.00
Equipment Fee: $5.00

Prerequisite: SEW 141X.
Course Content: How to use button-hole and button sewer as used in Ontario apparel plants.

Starts every Monday

Furniture and Furnishings

Furniture Finishing **FURN 103X**

Monday and Wednesday
1900-2200 hrs.
Kensington Campus
Fee: $65.00
Equipment Fee: $5.00

Course Content: Surface preparation and basic colour treatments including staining and glazing; hand and spray application of varnish, shellac, and lacquer.
Students supply own materials.

Start dates:
October 1, 1979
Janvery 7, 1980

Furniture Upholstery I **FURN 104X**

Monday and Wednesday
1900-2200 hrs.
Kensington Campus
60 hours
Fee: $65.00
Equipment Fee: $5.00

Course Content: Stuffing and covering, measuring, cutting, fitting and stapling.
Students supply own materials.

Start dates:
October 1, 1979
Janvery 7, 1980

Drapery (Slipcovers) **FAB 252X**

Monday and Wednesday
1900-2200 hrs.
Kensington Campus
60 hours
Fee: $65.00
Equipment Fee: $5.00

Course Content: How to measure and make drapes and slip covers.
Students supply own materials.

Start dates:
October 1, 1979
Janvery 7, 1980

Watchmaking/Jewellery

Wetchmaking **WACH 901**

Tuesday, 1900-2200 hrs.
St. James Campus
60 hours
Fee: $65.00
Meteriels: $15.00

Prerequisite: Current employment in the watchmaking industry.
This is a long range program consisting of several units. Students may re-enroll for several years. Practising watchmakers who wish to improve their knowledge in any given area may take up any one unit they desire. Beginners must progress in the order in which the units are organized.

Course Content: Lathe work, clock work, balance work, hairspring manipulations, jewelling techniques, watch overhaul and lubrication, watch adjustments, automatic and calendar watches, part replacement and interchangeability, waterproofing watch cases.

Start date:
October 2, 1979

Basic Clock Repeiring **WACH 903**

Tuesday, 1900-2200 hrs.
St. James Campus
90 hours
Fee: $95.00
Meterials: $15.00

Course Content: Theory: Pendulums and balance wheels as frequency standards; alarm, striking and chiming mechanism. Shop: Replacing of mainsprings, staffs, suspension springs, fittings of bushings, hole closing, reaming and uprighting, pivoting, clock cleaning, setting up of escapements.

Start dete:
October 2, 1979

Jewellery (Introduction) **JWL 160A**

Wednesday or Thursday 1900-2200 hrs.
Casa Lome Campus
60 hours
Fee: $65.00
Equipment Fee: $5.00

Prerequisite: Current employment in industry or hobbyist.
Course Content: Introduction to jewellery making, cutting, filing; hard soldering, finishing and polishing of precious metals. Students supply own materials.

Start detes:
October 3 end 4, 1979
July 7, 1980

Jewellery — Beginners **JWL 160B**

Tuesday, 1900-2200 hrs.
Cese Lome Campus
60 hours
Fee: $65.00
Equipment Fee: $5.00

Course Content: Introduction to casting techniques; precious metals; cuttlefish casting, and centrifugal casting. Students supply own materials.

Start detes:
October 2, 1979
July 7, 1980

Jewellery — Beginners (Cesting — Refresher) **JWL 160E**

Tuesday, 1900-2200 hrs.
Cese Lome Campus
30 hours
Fee: $35.00
Equipment Fee: $5.00

Prerequisite: JWL 160B.
Course Content: Review of JWL 160B with additional casting room time and projects. Students to supply own materials.

Stert date:
March 25, 1980.

Jewellery (Intermediate) **JWL 160C**

Wednesdey, 1900-2200 hrs.
Casa Lome Campus
60 hours
Fee: $65.00
Equipment Fee: $5.00

Prerequisite: JWL 160A or current employment in jewellery manufacturing.
Course Content: Further instruction and bench work in making jewellery, finishing, polishing and basic repairs as indicated. Leads to JWL 260A. Students supply own materials.

Start date:
October 3, 1979

Jewellery (Refresher — Introduction) **JWL 160D**

Tuesday, 1900-2200 hrs.
Case Loma Campus
30 hours
Fee: $35.00
Equipment Fee: $5.00

Prerequisite: JWL 160A.
Course Content: Review of JWL 160A with additional bench time making, finishing, soldering, polishing jewellery.
Students supply own materials.

Start date:
March 25, 1980

Jewellery (Refresher — Intermediete) **JWL 160F**

Wednesdey, 1900-2200 hrs.
Cesa Lome Campus
30 hours
Fee: $35.00
Equipment Fee: $5.00

Prerequisite: JWL 160C.
Course Content: Review of JWL 160C with additional bench time on cutting, filing, soldering and basic jewellery techniques.
Students to supply own materials.

Stert dete:
March 26, 1980

Gem Setting **JWL 162X**

Thursdey, 1900-2200 hrs.
Cese Loma Campus
60 hours
Fee: $65.00
Equipment Fee: $5.00

Prerequisite: JWL 160A, B, and C.
Course Content: Follows JWL 160A to work in gem setting.
Students supply own materials.

Stert dete:
October 4, 1979

Gem Setting (Refresher) **JWL 162D**

Tuesdey, 1900-2200 hrs.
Case Loma Campus
30 hours
Fee: $35.00
Equipment Fee: $5.00

Prerequisite: JWL 162X.
Course Content: Additional bench work in setting gems and review of techniques.
Students supply own materials.

Start date:
Merch 25, 1980

Engreving — Beginners **JWL 163X**

Monday, 1900-2200 hrs.
Casa Lome Campus
60 hours
Fee: $65.00
Equipment Fee: $5.00

Course Content: Basic introduction to hand engraving techniques.
Students supply own materials.

Stert dete:
October 1, 1979

Jewellery Meking (Silversmithing) **JWL 164X**

Tuesdey, 1900-2200 hrs.
Cese Loma Campus
60 hours
Fee: $65.00
Equipment Fee: $5.00

Prerequisite: Currently employed in the jewellery industry or hobbyist.
Course Content: Table ware — hollow ware. Items other than jewellery — raising and planishing.
Students supply own materials.

Start date:
October 2, 1979

Jewellery Meking (Refresher) (Silversmithing) **JWL 164D**

Tuesday, 1900-2200 hrs.
Cese Lome Campus
30 hours
Fee: $35.00
Equipment Fee: $5.00

Prerequisite: JWL 164X.
Course Content: Review of techniques with additional projects in raising and planishing. Items other than jewellery.

Stert dete:
Merch 25, 1980

Jewellery Making (Enamelling) **ENA 170X**

Monday, 1900-2200 hrs.
Cesa Lome Campus
60 hours
Fee: $80.00
Equipment Fee: $5.00

Course Content: Enamelling; elementary theory and practice applying enamel to metal.
Students supply own material.
Note: 12 students per class. (Additional classes will be formed as numbers warrant).

Start dete:
October 1, 1979

Jewellery Making (Refresher) (Enemelling) **ENA 170D**

Monday, 1900-2200 hrs.
Case Lome Campus
30 hours
Fee: $50.00
Equipment Fee: $5.00

Prerequisite: ENA 170X.
Course Content: Review of enamelling techniques; additional kiln use and projects.
Students supply own materials.
Note: 12 students per class. (Additional classes will be formed as numbers warrant).

Start date:
Merch 24, 1980

Jawallery — Advancad **JWL 260A**

Tuesday, 1900-2200 hrs.
Casa Loma Campus
60 hours
Fee: $65.00
Equipment Fee: $5.00

Prerequisite: JWL 160A and C.
Course Content: Advanced techniques in the manufacture of jewellery. Individual teaching to personal needs.
Students supply own materials.

Start data:
Octobar 2, 1979

Jawellery — Advencad (Refrashar) **JWL 260C**

Tuasday, 1900-2200 hrs.
Casa Lome Campus
30 hours
Fea: $35.00
Equipmant Fee: $5.00

Prerequisite: JWL 260A.
Course Content: Review of jewellery making techniques including additional bench time and projects.
Students supply own materials.

Start date:
March 25, 1980

Jewellary Making (Lapidery) **JWL 903**

Wednasday, 1900-2200 hrs.
Casa Loma Campus
60 hours
Fea: $65.00
Equipment Faa: $5.00

Course Content: Cutting gem material with diamond saw; grinding and lapping practice; sanding and polishing gem material; materials used for polishing and their uses; dropping procedure; orientation of gem stones, selecting rough materials; theory of facet cutting; comparative hardness of materials.
Students suuply own materials.

Start dete:
October 3, 1979

Jawellery Making (Lapidary Refreshar) **JWL 904**

Wadnesday, 1900-2200 hrs.
Casa Lome Campus
30 hours
Fee: $35.00
Equipmant Fee: $5.00

Prerequisite: JWL 903.
Course Content: Review of lapidary techniques. Introduction to facetting, cutting more valuable materials. Students supply own materials.

Start dete:
March 26, 1980

Jewallary Design **DES 169X**

Tuasday, 1900-2200 hrs.
Casa Loma Campus
60 hours
Faa: $65.00

Course Content: Basic design; history of jewellery; sketching and drawing two and three dimensional designs.

Start data:
Octobar 2, 1979

Jewellery Design (Refresher) **DES 169D**

Tuesday, 1900-2200 hrs.
Cese Lome Campus
30 hours
Fee: $35.00
Equipment Fee: $5.00

Prerequisite: DES 169X.
Course Content: Review of good design principles; sketching, drawing and further study of well designed jewellery.

Stert dete:
March 29, 1980

Gemmology I **GEM 167X**

Monday, 1900-2200 hrs.
Cesa Lome Campus
60 hours
Faa: $65.00
Equipment Fae: $5.00

Prerequisite: Applicant may be either employed in the jewellery industry or be interested in jewellery as a hobby.
Course Content: Elementary gemmology; study of precious stones, cut, shapes; colour and basic physical properties of stones; introduction to using instruments.

Start data:
Octobar 1, 1979

Gemmology II (Intarmediata) **GEM 267X**

Tuesday, 1900-2200 hrs.
Casa Lome Campus
60 hours
Fea: $65.00
Equipment Faa: $5.00

Prerequisite: GEM 167X.
Course Content: Study of precious stones, minerals and organic substances; physicial properties, chemical composition and testing methods.

Start date:
October 2, 1979

Gammology III (Advancad) **GEM 367X**

Thursday, 1900-2200 hrs.
Casa Loma Campus
60 hours
Fea: $65.00
Equipment Fee: $5.00

Prerequisite: GEM 267X.
Course Content: Study of precious stones; advanced instrument theory.

Start data:
Octobar 4, 1979

Basic Caremics **CER 900**

Saturdey, 0900-1200 hrs.
Casa Loma Campus
30 hours
Fee: $35.00
Matarials: $18.00

Course Content: Introduction to construction, hand building and wheel techniques, painting and glazing process.

Start datas:
Octobar 6, 1979
Janaury 12, 1980
March 29, 1980

Ceramics 1 **CER 101X**

Monday and Wednasday
1900-2200 hrs.
Cesa Loma Campus
60 hours
Fae: $65.00
Matariels: $25.00

Course Content: Introduction, concentrating on hand building and wheel techniques, surface enrichment, brush painting and glazing techniques.

Start dates:
October 1, 1979
Janaury 7, 1980
March 24, 1980

Caramics 2 **CER 151X**

Tuesday and Thursday
1900-2200 hrs.
Casa Loma Campus
60 hours
Faa: $65.00
Matariels: $25.00

Course Content: Review of basic techniques in CER 101X, introducing more advanced and difficult techniques in manufacturing, shaping and decorating ceramics.

Start dates:
October 2, 1979
Janaury 8, 1980
March 25, 1980

Ceramics 3 **CER 201X**

Monday and Wednesday
1300-1600 hrs.
Cese Lome Campus
60 hours
Fea: $65.00
Meteriels: $25.00

Course Content: Advanced work in ceramic techniques — hand building forms, wheel techniques — emphasis on function and decorative qualities in ceramics.

Stert detes:
October 1, 1979
Janaury 7, 1980
March 24, 1980

Ceremics 4 **CER 251X**

Tuasdey and Thursdey
1300-1600 hrs.
Cesa Lome Campus
60 hours
Fee: $65.00
Meterials: $25.00

Prerequisite: CER 201X. Proof of study required for advanced class. This class will accommodate intermediate students (CER 101X and CER 151X).
Course Content: Advanced ceramic techniques, emphasis on individual teaching, subjects covered by class and individual projects. Functional ceramics, decorative forms, architectural forms — decorative and creative use of materials in clay and glaze.

Start detes:
October 2, 1979
Janaury 8, 1980
March 25, 1980

Ceramics (Beginners) **CER 902**

Monday to Friday
0900-1200 hrs.
or 1300-1600 hrs.
Casa Loma Campus
90 hours
Fee: $95.00
Materials: $40.00

Intensive program in ceramics for beginners and intermediate students.
Course Content: Hand building, wheel technique, decorating and glazing techniques experienced through course projects.

Start dates:
June 2 and 30, 1980

Window Display I **DISP 900**

Monday & Wednesday
1900-2200 hrs.
Kensington Campus
60 hours
Fee: $65.00

Prerequisite: Practical motivation.
Course Content: Purpose, concepts and uses of window display; basic tools, materials and graphics as used in fashion and menswear; practical merchandise trims. This is a practical course leading to Window Display II.

Start date:
October 1, 1979

Window Display II **DISP 901**

Monday and Wednesday
1900-2200 hrs.
Kensington Campus
60 hours
Fee: $65.00

Course Content: Fabric draping, home furnishing display, couture display, trade show display; budgeting.

Start date:
January 7, 1980

Macreme **ART 801**

Wednesday, 1900-2200 hrs.
College Campus
20 hours
Fee: $25.00

Course Content: Basic concepts of macrame.
Students supply own materials.

Start dates:
October 3, 1979
January 9, 1980
April 9, 1980

Wardrobe Co-ordination on a Budget **FASH 900**

Thursday, 1900-2200 hrs.
Kensington Campus
30 hours
Fee: $35.00
Equipment Fee: $5.00

Course Content: Elements and principles of fashion design, garment sizing systems and art of "illusion"; colour and wardrobe basics; the "total look" and accessory use; dollars and sense; homemade cosmetics and personal make-up; posture and poise.

Start dates:
October 4, 1979
January 10, 1980

Weaving I **WEAV 101X**

Monday to Friday
0900-1600 hrs.
College Campus
60 hours
Fee: $65.00
Equipment Fee: $10.00

Course Content: Two weeks of daily concentration on the basics of small hand loom weaving. Students to supply materials.

Start dates:
September 24, 1979
January 7, 1980

Weaving II **WEAV 151X**

Monday to Friday
0900-1600 hrs.
College Campus
60 hours
Fee: $65.00
Equipment Fee: $10.00

Prerequisite: WEAV 101X.
Course Content: Two weeks of daily concentration in a continuation of basics of small hand loom weaving. Students to supply materials.

Start dates:
October 15, 1979
January 28, 1980

Weaving III **WEAV 201X**

Monday to Friday
0900-1600 hrs.
College Campus
60 hours
Fee: $65.00
Equipment Fee: $10.00

Prerequisite: WEAV 151X.
Course Content: Two weeks of daily concentration in more advanced techniques of small hand loom weaving. Students to supply materials.

Start dates:
November 5, 1979
February 18, 1980

Weaving IV **WEAV 251X**

Monday to Friday
0900-1600 hrs.
College Campus
60 hours
Fee: $65.00
Equipment Fee: $10.00

Prerequisite: WEAV 201X.
Course Content: Final two weeks of daily concentration in advanced project work on small hand looms. Student to supply materials.

Start dates:
December 3, 1979
March 10, 1980

Ladies' Hairdressing **HAIR 900**

Monday and Wednesday
1930-2230 hrs.
Kensington Campus
60 hours
Fee: $100.00

Prequisite: Ontario Certification of Qualification and currently employed.
Course Content: Review of basic techniques; advanced methods of scissor cutting, blow waving, ironing, back-combing and back-brushing techniques; handling long hair, hair pieces and current fashion trends.

Start dates:
October 1, 1979
January 7, 1980

Men's Hairstyling **BARB 900**

Monday and Wednesday
1930-2230 hrs.
Kensington Campus
60 hours
Fee: $65.00
Equipment Fee: $5.00

Prerequisite: Ontario Certificate of Qualification and currently employed.
Course Content: Practical haircutting, shampoos; discussions on styles, styling and blow waving, tinting, bleaching, processing, razor cutting, hair pieces.

Start dates:
October 1, 1979
January 7, 1980

Food Technology

Food Technology

Certificata Course in Haute Cuisine

This program is designed to meet the evergrowing demand for knowledge and practical experience in the creation of fine food and entertainment in the home. The entire course consists of 5 individual sections commencing with basic small quantity food; this will give the student the opportunity to apply the principles of cooking, using the raw materials with tested recipes under the guidance of skilled chefs. This section will be followed in sequence by basic baking, advanced small quantity food, advanced baking and appreciation of wines, spirits and liqueurs. Each student, on satisfactory completion of the individual sections, will receive a certificate of competence and, on completion of all five sections, will be awarded a certificate in Haute Cuisine.

Haute Cuisine Program

Introduction applies to first five courses only.

Basic Small Quantity Food **FP 730X**

Monday, Tuesday or Wednesday 1800-2200 hrs.
Kensington Campus
60 hours
Fee $65.00
Materials: $50.00

Course Content: This course is designed to introduce the basic principles of cooking as related to fine food, to take the raw products and create the basic requirements for classical dishes, sauteing, broiling and stewing, cooking lean and fat fish, seafoods, and the accompanying vegetables, salads, garnishes and dressings, employing the knowledge and expertise of chefs in the use of herbs, spices and wines.

Start datas:
September 17, 1979
February 4, 1980

Basic Baking **BK 610X**

Monday, 1800-2200 hrs.
Kensington Campus
40 hours
Fee: $45.00
Materials: $30.00

This course is designed to equip the student with a practical working knowledge of pastry doughs, choux paste, yeast dough and sponge goods, the use of icings, creams, puddings, custards and other desserts, fruits, tarts, pies and quick breads, the high ratio and angel cake mixes, simple decoration and presentation of birthday and other occasion cakes.

Start dates:
October 1, 1979
January 14, 1980

Advanced Small Quantity Food **FP 731X**

Thursday, 1800-2200 hrs.
Kensington Campus
60 hours
Fee: $65.00
Materials: $65.00

Prerequisite: Basic Small Quantity Food. FP 730. This course will take the basic principles of cooking and apply them to the classical dishes of the countries in continental Europe, so that the student will be able to produce the French classics, the famed Italian pastas, the Spanish paellas, the Russian coulibiacs, the Scandinavian smorgasbords, the German sauer braten and beer soups, the shish kabobs of Turkey and Greece, the bouillabaisse of Marseilles, the Indian curries, Japanese suki yaki, the nasi goreng of Indonesia and a host of other famous dishes

Start datas:
Septamber 20, 1979
February 7, 1980

Advancad Baking **BK 634X**

Wednasday, 1800-2200 hrs.
Kensington Campus
40 hours
Fee: $45.00
Materials: $35.00

Prerequisite: Basic Baking. BK 610X.
The course will take the basic knowledge of pastry and desserts and allow the development of these techniques to create patisserie masterpieces, flamboyant desserts, ice cream bombs, souffles, petits fours, tortes, gateaux, and sugar creations with the decorative centre pieces, the true art of French pastries and their presentation.

Start datas:
Octobar 3, 1979
January 16, 1980

Appraciation of Wines Spirits and Liquaurs **F 807**

Tuesday, 1800-2200 hrs.
Kensington Campus
30 hours
Fee: $35.00
Materials: $50.00

Prerequisite: Over 19 years of age. This course will be devoted to the knowledge of wines from the standpoint of types, vintages, prices, handling, storage, and correct usage in relation to menu, glassware, and serving temperatures. Guest lecturers will deal with the evaluation by taste of the more distinctive wines.
Enrollment limited.

Start datas:
Octobar 2, 1979
January 15, 1980

Chinasa Cuisina **F 810**

Tuesday, 1900-2200 hrs.
Kensington Campus
30 hours
Fee: $35.00
Materials: $20.00

This course is designed to introduce the student to the basic principles of Chinese cooking. The course contains a series of lectures and demonstrations to familiarize the student with the use of ingredients, herbs, teas, wine and the planning of menus familiar to North America. Tasting of prepared dishes will be part of each demonstration lesson.

Start datas:
Octobar 2, 1979
January 15, 1980

Advancad Wina Appraciation **F 811**

Wednesday, 1900-2200 hrs.
Kensington Campus
30 hours
Fee: $35.00
Materials: $95.00

Prerequisite: Appreciation of Wines, Spirits & Liqueurs. F 807, and over 19 years of age.
Course Content: This course has been designed to familiarize students, who already have a sense of wine appreciation with "Grand Crus" from French and German vinyards. The program will also include liqueurs, spirits, cordials, beers and ciders. Tasting and sampling will be part of the prescribed course.
Enrolment limited.

Start datas:
Octobar 3, 1979
January 16, 1980

Junior Gourmet Cooking **F 815**

Saturday, 1000-1300 hrs.
Kensington Campus
30 hours
Fee: $35.00
Materials: $20.00

Prerequisites: 10-16 years of age and a desire to learn gourmet cooking.
Course Content: Students will engage in practical work to attain the skills required to do basic gourmet cooking. Areas covered will be — vegetable cooking, egg cookery, rice and pasta, salads, roasting, desserts and sandwiches.

Start datas:
Octobar 13, 1979
April 12, 1980

Junior Gourmet Cooking (Advancad) **F 819**

Saturday, 1000-1300 hrs.
Kensington Campus
30 hours
Fee: $35.00
Materials: $30.00

Prerequisites: Junior Gourmet Basic F815.
Course Content: Students will further the skills and knowledge acquired in the basic program. All areas of the menu from appetizers to desserts will be covered with special emphasis placed on dishes from countries such as China, France, Italy and Germany. The students will engage in practical work to attain these skills.

Start date:
January 12, 1980

Mixology
(Cocktail Bartanding) BAR 503X

Monday, 1900-2200 hrs.
Kensington Campus
30 hours
Fae:$35.00
Matarials:$30.00

Prerequisite: Over 19 years of age.
Course Content: This course is designed to teach basic drink preparation for home use or as an introduction to the bartending profession. Using fully equipped, individual bars, students learn to prepare the 30 most popular shaken, stirred and built drinks.
Enrollment Limited.

Start datas:
October 1, 1979
Jenuary 14, 1980

Meat Trada Thaory
Ratail Maat Cutting MC 613X

Tuesday, 1900-2200 hrs.
Kansington Campus
60 hours
Fee: $65.00
Matarials: $10.00

Prerequisites: This course is designed for persons in junior positions in the retail trade and people interested in the skill of meat cutting.
Course Content: Lecture and demonstration: Cutting, grading and characteristics of beef, lamb, pork and veal carcasses, preparation of poultry, fish and shellfish for retail sale, displaying and merchandising of all types of meat products, special lectures on sanitation and refrigeration.

Start date:
October 2, 1979

Decorating Craft BK 639X

Tuesday, 1900-2200 hrs.
Kansington Campus
60 hours
Fee: $65.00
Matarials: $20.00

This course is designed for those persons who wish to learn the art of cake decoration and design.
Course Content: Icing and coatings, royal icing, fondants, butter creams, couvertures, boiled icings and frostings, basic design, techniques of piping, decorating materials, methods, freehand geometric designs, stencils, runouts, prefabricated decorations, lettering, flowers, border designs, etc. Cakes for special occasions — techniques and methods.

Start data:
October 2, 1979

Maat Cutting for the
Home Enthusiast F 817

Mondey, 1900-2200 hrs.
Kansington Campus
30 hours
Fea: $35.00
Matarials: $110.00

Course Content: The course is designed for people who wish to learn home style techniques of preparation, utilization and storing of poultry and basic meat cuts. The student will be involved in the cutting and processing of various cuts of lamb, pork, and poultry and the finished product will become the personal property of the student.
In addition there will be a demonstration of the cutting of a side of beef (hindquarters, forequarters) into primal and retail cuts. Students will have the opportunity to purchase and process selected beef cuts at cost price.

Start dates:
October 1, 1979
Jenuary 14, 1980

Craative Cuisine —
Damonstretion Sarias

George Brown College has started a new and exciting series of mini food demonstrations entitled "Creative Cuisine". These courses — only 1 to 2 evenings long are especially for people with busy agendas and limited time who cannot make long term course commitments. Past Courses have included: Bread making, holiday specials, microwave cooking and dieters' delights, just to mention a few.

All courses will be instructed by food professionals, either home economists or chefs, so, come and watch the professionals at work. Relax, enjoy yourself and learn innovative ideas and techniques in "Creative Cuisine".

For further information contact the Food Technology Division, 967-1212, ext. 613.

Graphic Arts

Graphic Arts

General Note:

Successful completion of three courses at successive levels in the same subject will merit a special subject certificate (e.g. completion of GR 105X, GR 205X, and GR 305X for a Certificate in Process Camera, or GR 115X, GR 116X and GR 216X for a Certificate in Single Colour Offset Press). Credits may be accumulated towards a diploma for the related technician program where appropriate.

There are six major subject areas:

Graphic Design
Woodcarving
Printing Technology
Screen Printing
Signwriting and Show Card Writing
Visual Communications & Photography

Graphic Design

Still Life Drawing and Painting — GD 100X

Monday, 1800-2200 hrs.
St. James Campus
60 hours
Fee: $65.00

Prerequisite: Interest in art.
Course Content: A workshop in the use of two independent media (drawing and painting) and their effects on each other. The course starts with drawing and ends with painting. The drawing part involves instruction with finding ideas and carries through the process of completed drawings. The painting part involves choosing a drawing to be painted and instruction in the use of paints, colour and the preparing of canvas on stretchers.

Start datas:
September 24, 1979
Janiery 28, 1980

Life Drawing — GD 101X

Tuesday, 1830-2200 hrs.
St. James Campus
60 hours
Fee: $65.00

Prerequisite: Interest in art.
Course Content: Drawing from the life model is used as a means to develop an understanding of form, shape and line as well as organization of the two-dimensional surface for beginners and advanced students.

Start datas:
September 25, 1979
January 29, 1980

Illustration — GD 201X

Tuesday, 1830-2200 hrs.
St. James Campus
60 hours
Fee: $65.00

Prerequisite: Basic Art Training.
Course Content: Concepts in books, magazines, T.V. graphics, murals, etc.: applied art and personal picture making. The course will be taught at two levels if the teacher feels this is necessary.

Start dates:
September 25, 1979
Jenuery 29, 1980

Advertising Design Besic — GD 900

Wednesday, 1830-2200 hrs.
St. James Campus
60 hours
Fee: $65.00
Meteriels: $20.00

Prerequisite: Interest in art.
Course Content: The course is designed to give the theories of commercial art/graphic design, along with some practical work in thumbnails, rough layouts, comprehensive layouts, mechanical drawings, paste-ups and colour separation by amberlith overlays.

Start date:
September 26, 1979

Advertising Design Advanced — GD 902

Mondeys, 1830-2200 hrs.
St. James Campus
60 hours
Fee: $65.00
Matariels: $20.00

Prerequisite: Advertising Design GD 212A or equivalent qualifications or experience in a related field.
Course Content: This course will cover past history and present trends of commercial art/graphic design.
The students will design and prepare camera ready art for a number of projects at an advanced level, including print media advertisements, logo designs and their application to stationery, package design, promotional design, typographical design and basic photography.
For the preparation of camera ready art work the student will operate a stat camera and IBM composer.

Start date:
January 30, 1979

T.V. Graphics — GD 205X

Wednesday, 1830-2200 hrs.
St. James Campus
60 hours
Fee: $65.00

Prerequisite: Basic Art Training.
Course Content: Learning to choose lettering for T.V. in relationship to background composition for T.V. Learning to design in a simple T.V. form, studio graphics and 35 mm. slides. Learning basic techniques in animation, conventional and computer form from storyboard, creative thinking and actual art.

Start datas:
September 26, 1979
Janiery 30, 1980

Woodcarving — GD 804

Monday, 1900-2200 hrs.
Case Loma Campus
90 hours
Fee: $95.00

Course Content: Properties of wood, nature of woodcarving; principles of design as applied to the materials; selection of tools.
Demonstration of Techniques: Carving in round; relief, incised, pierced, decorative chip and gouge carving; construction arrangement of carved forms for decorative purposes; applied carving for functional objects; finishing techniques; inlay of metal in wood for jewellery and other objects.
Students must supply all materials for class.

Start deta:
October 2, 1979

Printing Technology

Printing Technology covers all aspects of pre-press preparatory work, press operation and post-press binding and finishing. George Brown College has the best equipped facilities in Ontario and offers training in the latest techniques by hands-on participatory courses.

Introduction to Typography (Design) — GR 100A

Tuesday end Wednesday, 1800-2100 hrs.
St. James Campus
30 hours
Fee: $35.00
Materials: $5.00

Intended for persons employed in copy preparation, design studios, information offices, editorial work and in fields requiring a knowledge of type and its function. It is intended to help the student develop an awareness of type and typographic design. The Course content includes the history of the alphabet, measurement, classification and recognition, and should enable the student to make informed decisions involving the use of type. Practical assignments will involve copyfitting and mark-up, the use of text and display type and the handling of illustrations and colour in design.

Start date:
September 4, 1979

Introduction to Typography (Production) — GR 1008

Tuesday and Wednesday, 1800-2100 hrs.
St. James Campus
30 hours
Fee: $35.00
Materials: $10.00

Logically follows course GR 100A, but interested students may enroll without attending GR 100A. Intended for persons employed in copy preparation, design studios, information offices, editorial work and in fields where a knowledge of the production of printed material would be desirable. The student will acquire information to help make decisions regarding typesetting, printing and paper, and to assist in the choice of systems, processes and methods. Instructors in the different production areas will demonstrate photocomposition, copy preparation, process camera, layout and platemaking, letterpress, flexography, rotogravure and offset lithographic machine printing, and finishing and binding operations.
The day may vary from week to week according to the availability of individual instructors.

Start date:
October 23, 1979

Introduction to Typography **GR 100X**

Saturday, 0800-1200 hrs.
St. James Campus
60 hours
Fee: $65.00
Materials: $15.00

This course is intended for persons employed in copy preparation departments, publishing, and information offices. A workshop approach to the subject is provided through a balanced program of lectures and practical work. The course will provide the layperson with a background to enable him/her to make basic decisions in the design of printed communications. The emphasis throughout the course will be on the workshop aspect. Historical and technical information will be dealt with in as much detail as is required to understand typography.
Course Content: Definition of typography, origins of letterforms, anatomy of type, setting type, type measurement and spacing, type families. Basic design principles, shape and space, copyfitting and mark-up. Colour as related to printing, the translation of basic layouts into printed material.

Start date:
January 5, 1980

Phototypesetting Keyboard Operation and Concepts **GR 202**

Tuesday and Wednesday, 1800-2200 hrs.
or Saturday, 0800-1200 hrs.
60 hours
St. James Campus
Fee: $65.00
Materials: $20.00

Prerequisites: Typing to a level of 25 wpm minimum (to obtain employment 50 wpm is usually required); knowledge of basic typesetting concepts or permission of the instructor.

Special students: Employers, salesmen/women and other non-production personnel may take this course as special students. Such persons should make known their intention to the instructor at the start of the course and will be given a grade of K (incomplete). Failing to follow the above procedure may otherwise result in a grade of 'F'. Preference will be given to those seeking employment in the skill of keyboard operating.
Course Content: This course is an individual learning program in which students may progress at their own speeds. The course covers all the basic machine instructions and ranges in difficulty from straight text setting to complex tabular. Some storing and formatting is given.

Start dates:
September 4, 1979
October 24, 1979
January 5, 1980
January 15, 1980

Paper and Film Assembly (Paste-up using Paper and Film) **GR 302X**

Tuesday and Wednesday, 1800-2200 hrs.
60 hours
St. James Campus
Fee: $65.00
Materials: $20.00

Prerequisite: One year of typesetting experience, or permission of the instructor.
Course Content: The laying out of boards and Mylar for the assembly of typeset material, both paper and film positives. The course covers a wide variety of projects ranging from simple one colour postcards, using various methods to produce ruled lines, to advanced camera ready artwork, using Amberlith overlays for multi-colour work.

The student will produce paper and film positives for the assignments using various darkroom techniques — negative stats being produced on a process camera. He/she will be taught the use of the Strip Printer and Compugraphic 7200 Headliner machines (Phototypesetters).

Start dates:
September 4, 1979
October 24, 1979
January 15, 1980
March 5, 1980

Phototypesetting Mark-Up (General) **GR 322A**

Thursday, 1800-2100 hrs.
St. James Campus
45 hours
Fee: $50.00
Materials: $5.00

Prerequisite: Employment in typesetting related field or permission of the instructor.
Course Content: Mark-up techniques used in the field of commercial typesetting. The content will include identification of the most common typefaces used and the methods of determining choice of typeface and size within the kinds of work concerned. Tours of typesetting plants may be arranged. A series of progressive mark-up assignments will be required of the student.

Start Date:
September 6, 1979

Phototypesetting Mark-Up (Advanced Phototypesetting Keyboard) **GR 322B**

Tuesday and Wednesday, 1800-2100 hrs.
St. James Campus
45 hours
Fee: $50.00
Materials: $10.00

Prerequisites: Completion of GR 202, or one year's experience operating a keyboard input to a phototypesetting device. Admission may be also granted at the instructor's discretion.
Course Content: Typeface identification, factors underlying typeface choice, appropriate size selection, analysis of samples of typeset material, typographic style considerations. The student will plan and mark-up a series of progressively more complex pieces of raw copy and typeset the same using the College's phototypesetter.

Start date:
March 4, 1980

Contemporery Phototypesetting Methods **GR 901**

Thursday, 1800-2100 hrs.
St. James Campus
45 hours
Fee: $50.00
Materials: $10.00

Course Content: A course designed to acquaint non-production persons with the underlying concepts of computers and phototypesetting techniques. A series of lectures, demonstrations, hands-on work, plant layout design and at least three plant visits to different segments of the typesetting industry.

Start date:
September 6, 1979

Photomechanical Reproduction — Basic (Black and White Camera) **GR 105X**

Wednesday and Thursday 1800-2200 hrs.
St. James Campus
60 hours
Fee: $65.00
Materials: $30.00
Prerequisites: Preference will be given to candidates employed in the graphic arts industry.

Course Content: Operation of process cameras, calibration of process cameras and darkroom equipment for line, fine-line and half-tone negatives; application of coloured filters and the use of panchromatic film, making photographic contacts and duplicates; theory of photographic lenses, light sources, film emulsions and processing solutions.

Start dates:
September 12, 1979
November 14, 1979
January 23, 1980
March 19, 1980

Photomechanical Reproduction — Advanced (Black and White Camera) **GR 205X**

Monday and Tuesday, 1800-2200 hrs.
St. James Campus
60 hours
Fee: $65.00
Materials: $30.00

Prerequisite: Completion of GR 105X or equivalent industrial experience.
Course Content: Half-tone photography and machine processing; includes operation, maintenance and control of film processors, use of reflection and transmission densitometers; calibration of various types of contact screens to camera and processing conditions; making duo-tones and other techniques; introduction to colour separation procedures.

Start dates:
September 10, 1979
January 21, 1980

Photomechanical Colour Reproduction (Offset) GR 305X

Monday and Tuesday, 1800-2200 hrs.
St. James Campus
60 hours
Fee: $65.00
Materials: $30.00

Prerequisites: Completion of GR 205X or equivalent experience.
Course Content: Designed for students with line and half-tone experience; covers direct and indirect colour separation procedures by various methods; colour correction by photographic masking; basic colour theory; making screened positives and contrast control using CC filters; includes the operation and control of film processors, densitometers, enlargers and related equipment.

Start dates:
November 12, 1979
March 17, 1980

Photomechanical Colour Seperation (Electronic Scanner) GR 308X

Saturday, 0900-1600 hrs.
St. James Campus
60 hours
Fee: $65.00
Materials: $30.00

Prerequisites: Completion of GR 305X or equivalent trade knowledge.
Course Content: Principles of scanning, E & D curve and other densitometric applications; gradation and colour computer, screening, proofing, future trends.

Start dates:
October 13, 1979
Fabruery 9, 1980

Film Imposition and Printing Surface Preparation (Basic Stripping and Pletemaking) GR 110X

Monday and Tuesday
1800-2200 hrs.
St. James Campus
60 hours
Fee: $65.00
Materiels: $30.00

Prerequisites: Preference will be given to candidates employed in the graphic arts industry.
Course Content: A basic course for black and white and line colour stripping. The course introduces job planning and layout of flats containing line and half-tone negatives. Imposition is included with the preparation of folded dummies and layout sheets for various types of bookwork. Darkroom techniques for making photographic contact film and the exposing and development of presensitized offset plates are part of this course.

Start dates:
September 10, 1979
Novamber 12, 1979
January 21, 1980
March 17, 1980

Film Imposition and Printing Surface Preperation (Advenced Stripping) GR 210X

Wednesdey and Thursday
1800-2200 hrs.
St. James Campus
60 hours
Fee: $65.00
Materiels: $30.00

Prerequisite: Completion of GR 110X or equivalent experience.
Course Content: Advanced techniques in black and white, line colour and four colour process stripping; contact work and making spreads and chokes, step and repeat methods and an introduction to the programming and operation of a photocomposing machine. An introduction to various types of prepress colour proofing is shown.

Start dates:
September 13, 1979
Jenuary 23, 1980

Film Imposition and Printing Surface Preparation (Colour Stripping and Platamaking) GR 310X

Wednesday and Thursday
1800-2200 hrs.
60 hours
St. James Campus
Fee: $65.00
Materials: $30.00

Prerequisites: Completion of GR 210X or equivalent experience.
Course Content: Four colour process stripping procedures including the preparation of flats containing chokes and spreads, fake colour and colour separation; colour charts are prepared by the student incorporating the various screen angles and tints. Further experience will be obtained in manual step and repeat methods and machine photo composing.

Start dates:
Novamber 14, 1979
March 19, 1980

Mechina Printing Flexography (Basic) GR 214X

Tuesday, 1800-2200 hrs.
St. James Campus
60 hours
Fee: $65.00
Materiels: $20.00

Prerequisites: Preference will be given to candidates with pressroom experience. This course is designed to acquaint students with the principles of roll fed printing equipment.
Course Content: Fundamentals of flexographic printing, roll feed and web tension, the printing units, services on press of air, water, gas and electrical controls, oven drying, roll rewind, circulating pump for inking system, flexo inks and their compatible solvents, ink viscosity measurements, rubber plates, Anilox rolls, ink metering system, position and register, substrates, running problems and corrections.

Start date:
Septembar 11, 1979

Mechina Printing Rotogravura (Basic) GR 215X

Tuesday, 1800-2200 hrs.
St. James Campus
60 hours
Fee: $65.00
Materials: $20.00

Prerequisites: Preference will be given to candidates with pressroom experience.
This course is designed to acquaint students with the principles of roll fed printing equipment.
Course Content: Fundamentals of rotogravure printing, roll feed and web tension, the printing units, services on press of air, water, gas and electrical controls, oven drying, roll rewind, circulating pump for inking system, gravure inks and compatible solvents, ink viscosity measurements, doctor blade finishing, position register, substrates, running problems and corrections.

Start dete:
January 15, 1980

Machine Printing Multilith (Basic) GR 115X

Tuesdey, 1800-2200 hrs.
St. James Campus
60 hours
Fee: $65.00
Materials: $20.00

Prerequisites: Preference will be given to the candidates who have some offset duplicator knowledge.
Course Content: Fundamentals of offset lithography, feeding, register, dampening systems, ink control and running of one colour and two colour projects. This program leads to GR 115A.

Start dates:
September 4, 1979
January 15, 1980

Machina Printing Multilith (Advancad) GR 115A

Wednesday, 1800-2200 hrs.
St. James Campus
60 hours
Fee: $65.00
Materials: $20.00

Prerequisites: Successful completion of GR 115X or permission of instructor.
Course Content: Advanced course in offset lithography covering feeding, dampening systems, colour control, and introduces the operations of the T51 two colour unit for multi-colour projects. This course leads to GR116X.

Start datas:
September 5, 1979
Jenuary 16, 1980

Machine Printing
Single Colour Offset
Prass (Basic) GR 116X

Tuesday, 1800-2200 hrs.
St. James Campus
60 hours
Fee: $65.00
Materials: $25.00

Prerequisite: Successful completion of GR 115A or permission of instructor.
Course Content: Offset lithography on single colour, Heidelberg, Harris, Solna and Meihle presses. Good housekeeping and safety, lubrication, measuring instruments and devices for pressmen. Cylinder arrangements, dampening systems both alcohol and conventional, inking and register systems. Plate, paper and ink as related to the pressman. The operation of a single colour press running one and two colour projects.

Start dates:
September 11, 1979
January 15, 1980

Machine Printing
Single Colour Offset Prass
(Intarmadiata) GR 216X

Thursday, 1800-2200 hrs.
St. James Campus
60 hours
Fee: $65.00
Materials: $25.00

Prerequisites: Sucessful completion of GR 116X or permission of instructor.
Course Content: Offset lithography on single colour Heidelberg, Harris, Miehle and Solna presses. This course will include one colour and multi-colour projects. Introduction of colour control using the densitometer. This course leads to GR 217X.

Start dates:
Saptambar 13, 1979
January 17, 1980

Machine Printing
Two Colour
Offset Press GR 217X

Tuesday, 1800-2200 hrs.
St. James Campus
60 hours
Fee: $65.00
Materials: $25.00

Prerequisite: Successful completion of GR 216X or permission of instructor.
Course Content: Offset lithography on two-colour 29'' Harris and 38'' Miehle presses. Fundamentals of two-colour offset lithography, feeding, register systems, inking systems, dampening systems, cylinder arrangements, press familiarization, theory and practical application of two-colour offset printing, and a four-colour process project.

Start dates:
September 11, 1979
January 15, 1980

Bindary GR 125A-B
GR 225A-B
GR 325A-B

St. James Campus
60 hours
Fee: $65.00
Man — Monday or Tuesday or Thursday as required
1800-2200 hrs.
Woman — Wednesday, 1800-2200 hrs.

Prerequisite: Elementary mathematics.
Course Content: Use of a selection of the following equipment with the aim of giving the student a thorough understanding it.
Programmable Guillotines (Polar 45-1/4'' and Seybold 42'')
Baum Folder — Pile Feed (17-1/2'' x 22-1/2'' and 20'' x 26'')
Baum Folder — Continuous Feed (26'' x 40'')
Stahl Folder — Buckle/Knife — Pile Feed (20-1/2'' x 31-1/2'')
Mueller Stitcher/Trimmer
Christensen Gang Stitcher
Bostitch 19E Stitcher
Brehmer Stitcher
Mueller Gathering Machine — Type 201
Mueller Pony 5 Roto-Binder
Smyth No. 12 Book Sewers
Singer Sewer — Side Sewing
Smyth Book Rounding & Backing Machine
Smyth No. 24 Casing-In Machine
Kabar Di-Electric Heat Sealing Machine
Foil Stamping Press
Nygren-Dahly Rotary Perforator
Challenge Paper Drills
Cohasset Tipper
Cerlox — Table Top Combo
Book Back Stripper — Table Top
Schaefer Gluer — Table Top
Casemaking Gauge
Hickock Standing Press
Hand Sewing Frames

Because each major machine requires nearly 60 hours of instruction, the course certificates are subdivided into the following categories. Minor skills and machines are taught as supplements in each category.
GR 125A GR 225A GR 325A
GR 125B GR 225B GR 325B
Courses start on September 6 (women) and September 6 (men), 1979. Also January 9 (women) and January 7 (men), 1980.

Note:
All inquiries and course registrations are to be handled by the Bindary Dapartmant. Phone 967-1212 Ext. 737.

Screen Printing

Screen Printing
Silk-Screen
(Basic) SP 901

Wednesday, 1900-2200 hrs.
St. James Campus
60 hours
Fee: $65.00
Materials: $25.00

This course is designed as an introduction, to enable the student to course, such as Basic Cinematography AV 922. The student taking AV 925 will consider in greater depth the many practical aspects of motion picture technology which are involved in producing a film. Several short films will be made during the course.

Start date:
January 8, 1980

Screen Printing
Silk-Screen
(Advenced) SP 903

Monday, 1900-2200 hrs.
St. James Campus
60 hours
Fee: $65.00
Materials: $25.00

Prerequisites: Completion of SP 901 (Basic) or equivalent industrial experience.
Course Content: Operation of process camera, line and half-tone film-making, film imposition, preparation of indirect and direct photo stencils. A course designed to enable the student to complete a limited number of advanced projects, such as: fine art prints, wood or plastic decoration, posters or T-shirts.
Note: Students must provide printing surfaces other than paper. Instructor reserves the right to limit material usage.

Start dates:
Septamber 10, 1979
February 11, 1980

Signwriting and Show Card Writing

Signwriting SIGN 900

Tuesday, 1900-2200 hrs.
St. James Campus
60 hours
Fee: $65.00
Meterials: $25.00

Fundamentals of general signwriting, masonite, plywood, metal and glass and introduction to Screen Printing.
Course Content: Brush lettering, type faces, colour and layout theory and practice, materials, basic screen printing.

Start date:
September 25, 1979

Show Card Writing SIGN 901

Tuesday, 1900-2200 hrs.
St. James Campus
60 hours
Fee: $65.00
Meterials: $25.00

This course is designed as an introduction to show card writing, pen lettering and the production of banners, and posters. Students who have previous experience will be encouraged to do advanced work.
Course Content: Pen and brush lettering, type faces, colour and layout theory and practice, material.

Start date:
Saptamber 25, 1979

Visual Communications Courses and Photography

Basic Audio-Production Techniques AV 923

Monday and Wednesday
1800-2100 hrs.
St. James Campus
60 hours
Fee: $90.00

Students will obtain a good understanding of recording techniques, acoustics, microphones and the preparation of slide-sound programs.
Extensive practical work is undertaken through the course.

Start dates:
October 1, 1979
April 7, 1980

Basic Cinematography AV 922

Tuesday and Thursday,
1800-2100 hrs.
St. James Campus
60 hours
Fee: $90.00

The student is introduced to 16MM motion picture production techniques involving basic scripting, production planning, shooting and camera positions, lighting, sound recording and mixing, editing and graphics. Course offers a practical approach to film projects and assignments. A basic photographic or super 8 knowledge will aid the student in understanding this format.
Enrollment is limited.

Start dates:
October 2, 1979
April 1, 1980

Cinematography AV 925

Tuesday and Thursday,
1800-2100 hrs.
St. James Campus
60 hours
Fee: $135.00

Prerequisite: Basic Cinematography AV 922.
Cinematography AV 925 is an intensive course, designed to further the experience of students who have already taken some previous complete a number of projects, such as greeting cards, T-shirts, place mats or posters.
Course Content: Stencil cutting, colour mixing, screen making and hand-printing.
Note: Students must provide printing surfaces other than paper. Instructor reserves the right to limit material usage.

Start dates:
September 12, 1979
February 13, 1980

Audio Production Techniques AV 928

Monday and Wednesday,
1800-2030 hrs.
St. James Campus
90 hours
Fee: $200.00

Prerequisite: Basic Audio Production Techniques AV 923 or similar course and/or experience.
This course is designed to extend the working knowledge of those who have already completed Basic Audio Production Techniques, AV 923, or have gained suitable industrial experience.
The course will be run as a workshop, with student's performance assessed upon practical assignments. Work undertaken during the course will concentrate on three major areas: sound recording and mixing; film sound recording; slide-sound productions.

Start date:
January 7, 1980

Introduction to Photography AV 904

Tuesday or Wednesday
1830-2130 hrs.
Casa Loma Campus
30 hours
Fee: $45.00
Materials: $10.00

The course offers a practical approach to the subject, and involves the student in camera work, developing, printing, dry-mounting and other techniques.
Illustrated talks cover — cameras lenses, f stops and shutters, basic lighting techniques, filters and darkroom layout, etc.
Owing to student demand, this course is run several times each year, but early registration is recommended.

Start dates:
October 2 or 3, 1979
January 8 or 9, 1980
April 1 or 2, 1980

Health

Complete Dantura Prosthesis — DENT 900

Thursday, 1830-2130 hrs.
Casa Loma Campus
60 hours
Fee: $65.00
Materials: $20.00

This course is an introduction to the fundamentals of laboratory techniques involving complete dentures. Students will complete custom impression trays, occlusal rims, set-up of teeth, waxing and finishing procedures. The techniques to repair broken teeth and denture bases as well as relining and rebasing will also be covered. The theory of these techniques will be given followed by a written examination at the end of the course.

Start date:
Octobar 4, 1979

Partial Dantura Construction — DENT 901

Tuesday, 1830-2130 hrs.
Casa Loma Campus
60 hours
Fee: $65.00
Materials: $30.00

Prerequisite: DENT 900 or equivalent.
The cast partial denture extension program is an introductory course. The student will be instructed in the basic techniques involved in the surveying and designing, waxing, casting and finishing of upper and lower denture framework.
A written examination will be given at the end of the course.

Start date:
Octobar 2, 1979

Orthodontics — DENT 902

Tuesday, 1830-2130 hrs.
Casa Loma Campus
60 hours
Fee: $65.00
Materials: $20.00

The orthodontic course introduces the basics of this complex field. Students will learn how to fabricate orthodontic study models, retainers, space maintainers, simple removable and fixed orthodontic appliances. The technique and art of manipulating and soldering various gauges of wire as well as applying orthodontic acrylic is stressed.
A written examination will be given at the end of the course.

Start date:
October 2, 1979

Crown and Bridge Work — DENT 903

Tuesday, 1830-2130 hrs.
Casa Loma Campus
60 hours
Fee: $65.00
Materials: $35.00

This course will introduce the generalist dental technician to the intricacies of fabricating inlays, crowns and bridges. The following topics are covered: review of dental materials used in fixed prosthodontics; review of dental anatomy, fabrication of models and dyes; introduction to the physiology of occlusion, types of inlays, crowns and bridges, pontic design, wax-up, spruing, investing, casting, trimming, fitting, soldering, polishing. Acrylic resin materials used in fixed prosthodontics will be discussed.

Start date:
October 2, 1979

Dantal Ceramics — DENT 904

Thursday, 1830-2130 hrs.
Casa Loma Campus
60 hours
Fee: $65.00
Materials: $20.00

Prerequisite: DENT 903 or equivalent.
This course will introduce the crown and bridge technician to the art and science of dental ceramic restorations. The following topics will be covered: review of dental materials used in fixed prosthodontics; review of dental anatomy; fabrication of models and dyes; introduction to the physiology of occlusion, platinum foil matrix construction, build-up, firing, glazing and staining of high-fusing and aluminous porcelain fused to metal restorations: design of metallic substructures, wax-up, spruing, investing, casting, trimming, fitting, degassing, theory of metal-ceramic bond, opaquing, build-up, firing, glazing and staining, principles of light and colour. The nature of ceramic gold alloys and non-precious alloys will be discussed.

Start date:
October 4, 1979

Applied Science (Dantel Materials) — DENT 905

Thursday, 1830-2130 hrs.
Casa Loma Campus
Fee: $65.00
Materials: $20.00

This course is designed especially for the new worker in the Dental Technology field. Material is presented in both theory and demonstration of the properties and behaviour of the various materials encountered in the dental laboratory. In a laboratory setting students will have an opportunity to become familiar with the materials in regard to handling, manipulation and limitations. Materials covered include those of impressions, gypsum products, resins, dental waxes, porcelain and a variety of metals.
This course is a prerequisite for DENT 900, DENT 903.

Start date:
Octobar 4, 1979

Roundhouse — DENT 906

Tuesday and Thursday,
1830-2130 hrs.
Casa Loma Campus
60 hours
Fee: $65.00
Materials: $20.00

This course is designed specifically for those interested in attempting the Provincial Registration Examinations. Instruction will be provided and projects assigned in the areas of complete and partial denture construction, crown and bridge work and wrought clasp fabrication. Some lectures will be given about the various materials used and their behaviour during mixing, manipulation and setting. Candidates will be asked to provide proof of acceptability for this particular study session.

Start date:
March 11, 1980

X-Ray Techniques — DENT 907

Tuesday and Thursday,
1830-2130 hrs.
Casa Loma Campus
30 hours
Fee: $55.00
Material: $25.00

This course consists of a series of lectures on the physics and application of radiography in dentistry. Students will then have an opportunity to apply these principles through seminar demonstrations and clinical experience. Two basic techniques, bisecting angle and parallel cone, will be explained.

Start date:
October 2, 1979

Dental Assistant Upgrading — DENT 910

Tuesday end Thursday,
1830-2130 hrs.
Casa Lome Campus
Year I: 192 hours
Year II: 174 hours
Fees: $145.00
Materials: $60.00

Prerequisite: Prior to certification, students must complete the following courses or equivalent: English, Psychology, General Science, Typing 40 wpm). This course is designed for the upgrading of uncertified dental assistants to certification in dental assisting. The program is offered in nine modules extending over a two-year period. Students may undertake only some of the modules offered in any one year with the objective of completing the program in five calendar years. The modules will be repeated every two years and are offered as follows:

Modules 1-4 Year I	
Office Administration	30 hours
Dental Materials and Laboratory	90 hours
Radiology Lectures and Clinic	30 hours
Dental Assisting Procedures	42 hours
Modules 5-9 Year II	
Oral Anatomy	60 hours
Oral Pathology	18 hours
Nutrition	30 hours
Oral Therapetics	36 hours
Pharmacology and Emergency Care	30 hours

Start date:
October 2, 1979

Nursing

Phermecology for Registered Nurses PHAR 900

Monday 1700-2030 hrs.
Nightingale Campus
45 hours
Fee: $50.00
Leboretory Fee: $15.00

Course Content: The purpose of this course is to update Registered Nurses in Pharmacology. It includes a theoretical component, simulated clinical practice and self-directed study through library research. Emphasis is placed on classification structure for drugs with a focus on new drugs, their use and administration and expected effect.

Start detes:
September 4, 1979
Merch 3, 1980

Living with Dying PSY 903

Wednesdey, 1800-2100 hrs.
Nightingele Cempus
30 hours
Fee: $35.00
Leboretory Fee: $5.00

The process of dying as it affects us personally is examined. The course will assist the participants to express feelings about death and learn to cope better with these feelings. Opportunities are provided to practice skills used in communicating both verbally and non-verbally with dying patients and their 'significant others'.

Start detes:
September 19, 1979
Merch 5, 1980

Cere of Petient with End Stege Renel Diseese NURS 900

Nightingele Campus
54 hours
Fee: $59.00
Leboretory Fee: $6.00

The aim of this course is to assist nurses to broaden their knowledge as it relates to the care of the patient with end stage renal disease. This is achieved by an indepth study of the anatomy and physiology of the renal system and its relationship to other systems, the pathophysiology of renal diseases, the common tests and investigations involved, the current therapeutic modalities, common diets, drugs used. Selection criteria used for determining the method of treatment for an individual is considered together with the medical-moral dilemmas encountered by the health team. Health teaching is stressed as a vital component of the care. Using the nursing process, the foregoing serves as a basis for analyzing nursing situations.

Start detes:
Week of September 10, 1979
Week of Merch 3, 1980

Basic Life Support Training: Cerdiopulmonery Resuscitetion NURS 901

Nightingele Campus
12 hours
Fee: $25.00
Leboretory Fee: $5.00

Basic life support CPR is a first aid procedure performed by trained lay people without direct medical supervision. It is a component of Emergency Cardiac Care (ECC). The objectives of the course are to know the concepts of basic life support measures in emergency cardiac care and to accurately perform the psychomotor skills of cardiopulmonary resuscitation of the adult and infant in pulmonary distress. The course follows the guidelines set by the Ontario Heart Foundation. A certificate is issued by the Foundation upon successful completion of the course. The course will be offered every month except December.

Start dete:
Week of September 10, 1979

Note: For more information about Nursing courses, call 967-1212 ext. 701.

Industrial Training

An Introduction to Real Estate Segment I **RE 900A**

College Campus
30 hours
Fee: $70.00

Course Content: This course covers the following topics: ownership of real estate as an investment; to own or to rent?; how much should we pay?; financing a purchase; financing — government plans; benefits and services of broker; a career in real estate; relationship of principal and agent; the typical real estate tranaction.
Fee includes text book.

An Introduction to Real Estate — Segment II **RE 900B**

College Campus
60 hours
Fee: $115.00

Prerequisites: Evidence of completion of Segment I: 75% pass mark on the examination for Segment I.
Course Content: This course covers the following topics: introduction; real estate and the economy; the Real Estate and Business Brokers Act; the broker — salesman relationship; ethics; municipal regulations; subdivision control; introduction to land descriptions; construction; evaluation; advertising; mortgages; agency law; statutes affecting the Real Estate business; parties to contract; contract law; agreement of purchase and sale.
Fee includes text book.

An Introduction to Reel Estete — Segment III **RE 900C**

College Campus
60 hours
Fee: $135.00

Prerequisites: Evidence of completion of: Segment II; 75% pass mark on examination for Segment II.
Course Content: This segment is comprised of case studies designed to give participants an opportunity to focus on practical situations they would encounter in a day to day Real Estate operation.
Fee includes text book.

Principles of Mortgege Financing **RE 902**

College Campus
40 hours
Fee: $115.00

Course Content: Mortgage terminology; mortgages as an investment; the mortgage market; types of mortgages and lenders; the borrower's needs; the lender's needs; submitting the application for a mortgage; the role of secondary financing; mortgage specialties; property appraisals.
Fee includes text book.

Principles of Appraisel **RE 903**

College Campus
40 hours
Fee: $115.00

Course Content: The purposes and functions of real estate appraisal; the nature of real property value; legal aspects of real estate; the appraisal process; general area and neighbourhood trends; site analysis; site valuation and problems; introduction to appraising subdivisions; how to inspect and measure a property; building materials and equipment, architectural styles and functional utility; building cost estimates; accrued depreciation; problems relating to the cost approach (land and building valuation); introduction to direct sales comparison (market data approach); introduction to the income approach; correlation (and final estimate of value); course review.
Fee includes text book.

Commerciel Reel Estete **RE 904**

College Campus
40 hours
Fee: $115.00

Course Content: Scope of the commercial investment field; the municipality, planning and zoning; development of the region; feasibility studies; the office building — developer's and tenant's viewpoint; the shopping centre — developer's and tenant's viewpoint; apartment building; ownership versus leasing — co-operatives and condominiums; investment — comparison of types and legal and tax problems; syndication; sale of business — the Real Estate and Business Broker's Act and the Bulk Sales Act; financing commercial projects — lender's and borrower's viewpoint.
Fee includes text book.

Reel Property Lew **RE 905**

College Campus
40 hours
Fee: $115.00

Course Content: History of real property law; rights and limitations of ownership; estates in land; interests less than estates; leases; convenants; transfer of interests in land; role of the real estate agent; mortgage law; contract law; use of real estate forms; the lawyer and the agent; Real Estate and Business Broker's Act; Condominium Act; Planning Act; Income Tax Act; Land Speculation Act; Land Transfer Act; Expropriation Act; review.
Fee includes text book.

Basic Skills of Cleening and Senitetion for Supervisors **HSA 950**

Mondey end Wednesdey
1900-2200 hrs.
College Campus
60 hours
Fee: $65.00

This course is designed for those interested in advancement in the cleaning maintenance field. It is suitable for those working in hospitals, universities, schools and commercial buildings. It is a prerequisite for course HSA 951.
Course Content: Cleaning skills, methods, procedures; products and equipment; surfaces to be cleaned, including all types of floors; housekeeping bacteriology.

Besic Housekeeping Supervision **HSA 951**

Tuesdey end Thursdey
1900-2200 hrs.
College Campus
60 hours
Fee: $65.00

This course is designed to develop supervisory and management techniques, and is a continuation of HSA 950. Successful completion of both courses HSA 950 and 951 is equivalent to the four-week, full-time Supervisor course given in accordance with the Ontario Hospital Housekeeping Association. This certificate is recognized by the Ontario Hospital Association.
Course Content: Supervisors' duties and responsibilities; planning and organizing workloads, schedules, training programs; how to instruct; budget preparation and control; communications and safety

Carpet Care **CARP 903**

Tuesdey, 1900-2200 hrs.
College Campus
30 hours
Fee: $35.00

This course is aimed at building managers, housekeepers, contract cleaners, as well as those using carpet care equipment.
Course Content: Carpet construction; fibres and pile characteristics; installation; cleaning maintenance methods and procedures, including dry, foam, wet and steaming extraction; use and care of modern equipment; maintenance programming and practical work.

Work Study **ES 909**

Monday, 1900-2200 hrs.
College Campus
60 hours
Fee: $65.00

The objective of the work study course is to prepare the student for effective participation in work study in his own company or organization. It will be very beneficial to the Executive Housekeeper or Supervisor since the techniques may be applied to any operation, large or small. It will also provide a strong base on which any ambitious housekeeper could build his experience.

NOTE: For information about stert dates for the above coursas, phone 967-1212 ext. 595.

Transport Driving **TRANS 900**

Saturday, 0800-1800 hrs.
College Campus
60 hours
Fee: $250.00

Prerequisite: Class "D" or Class 1 and 4 License. One year's driving experience on a straight truck, 3 ton or larger; medical examination in accordance with licensing.

Driver Treining **TRANS 901**

Saturday, 0800-1800 hrs.
College Campus
60 hours
Fee: $250.00

Prerequisite: Class "G" license and one year's experience driving an automobile or "G" license vehicle.

Transport Driver Trainer **TRANS 903**

College Campus
30 hours
Fee: $100.00

Prerequisite: Current Ontario driver's license and 5 year's experience of driving, the vehicle for which instruction is to be given and/or recommendation of employer.

NOTE: For information on start dates of truck driving courses, phone 967-1212 ext. 283/4/5.

Theatre Arts, Music and Dance

Acting (Beginners) THEA 933

1900-2200 hrs.
St. James Campus
48 hours
Fee: $72.00

Exploratory exercises and improvisations designed to make the students aware of themselves and their resources.

Acting (Intermediate) THEA 934

1900-2200 hrs.
St. James Campus
48 hours
Fee: $72.00

Continuation in greater depth of THEA 933.

Acting (Advanced) THEA 935

1900-2200 hrs.
St. James Campus
48 hours
Fee: $72.00

Text study, scene work, solo material and speeches for audition purposes.

The three levels of Acting are offered for two terms of eight weeks each. The fall term begins October 1, 1979 and the Spring term on January 28, 1980.
All students wanting to enrol in these courses are required to attend a preliminary session one week prior to the start of each term, i.e. Monday, September 24, 1979 at 1900 hrs. and Monday, January 21, 1980 at 1900 hrs. This will enable the teachers to advise students of the class most suitable for them and ensure a consistent level in each group which is to everyone's advantage.

The courses are conducted at 530 King St. East at River St.

Public Speaking and Acting THEA 923A

Wednesday, 1800-2030 hrs.
Casa Loma Campus
25 hours
Fee: $55.00

This course is designed to assist professional, non-professional and student actors, radio and TV broadcasters and performers, teachers, lawyers, public speakers and others who wish to improve their communication skills before audiences, in social and business groups and in their person-to-person relationships.

Start dates:
October 3, 1979
January 16, 1980
April 2, 1980

Music

Popular Keyboard (Beginning Basic) MU 910

Tuesday, 1800-2000 hrs.
Wednesday, 0930-1130 hrs.
10 weeks
20 hours
Fee: $70.00

Keys, major scale, treble and bass clefts, flats, sharps, triads, note values, counting, rhythm.
Maximum 10 students.

Start dates:
October 2, 1979
January 15, 1980
April 1, 1980

Popular Keyboard (Intermediate) MU 911

Tuesday, 2000-2200 hrs.
Wednesday, 1330-1530 hrs.
10 weeks
20 hours
Fee: $70.00

Continuation from MU 910: chord variations, key signatures, inversions, minor scales, rhythm, accompaniment.
Maximum 10 students.

Start dates:
October 2, 1979
January 15, 1980
April 1, 1980

Popular Keyboard (Advanced) MU-912

Thursday, 1800-2000 hrs.
Thursday, 0930-1130 hrs.
10 waaks
20 hours
Fee: $70.00

Continuation from MU 911: chord inversions, ninth chord structures and voicings, full right hand, transposing, advanced accompaniment techniques.
Maximum 10 students.

Start dates:
October 4, 1979
January 17, 1980
April 3, 1980

School of Dance
Director: Lois Smith

The curriculum of all courses is designed for progression over a period of 39 weeks, which is divided into two terms — the first term is 20 weeks duration and the second term 19 weeks. Generally classes start only once per year.

Term Dates:

1st Term — September 10, 1979 — February 9, 1980 (includes 2 week Christmas break).

2nd Term — February 11, 1980 — June 28, 1980 (includes 1 week Easter break).

Entrance Requirements — Junior and Senior Level

Minimum — Students must be aged 7 years on or before December 31, 1979 in order to commence classes in September, 1980.

Maximum — Where a student has graduated from High School, or passed the age of 19, and who does not wish to become a professional dancer or who, in the opinion of the Director, does not have the potential to become a professional dancer he/she will be recommended to continue training in the Non-professional Courses.

Auditions — Students with previous training at other schools will be required to attend grading auditions on the following days:
2-3 years training
September 6, 1979 at 4:30-5:30
3-5 years training
September 6, 1979 at 5:45-6:45
Over 5 years training
September 6, 1979 at 7:00-8:30

Pre-Ballet

Saturday, 1045-1145 hrs.
Term 1: 20 hours
Fee: $80.00
Term 2: 19 hours
Fee: $75.00

Form 1

Tuesday, 1645-1745 hrs.
Saturday, 1200-1300 hrs.
Term 1: 40 hours
Fee: $140.00
Term 2: 38 hours
Fee: $135.00

Form 2

Wednesday, 1645-1745 hrs.
Saturday, 0930-1030 hrs.
Term 1: 40 hours
Fee: $140.00
Term 2: 38 hours
Fee: $135.00

Form 3

Wednesday, 1645-1800 hrs.
Saturday, 0915-1030 hrs.
Term 1: 50 hours
Fee: $140.00
Term 2: 47.5 hours
Fee: $135.00

Form 4

Tuesday, 1645-1800 hrs.
Friday, 1645-1800 hrs.
Term 1: 50 hours
Fee: $140.00
Term 2: 47.5 hours
Fee: $135.00

Form 5

Tuesday, 1800-1930 hrs.
Thursday, 1630-1800 hrs.
Term 1: 60 hours
Fee: $140.00
Term 2: 57 hours
Fee: $135.00

Form 6

Thursday, 1645-1815 hrs.
Saturday, 1045-1215 hrs.
Term 1: 60 hours
Fee: $140.00 (each additional class $80.00)
Term 2: 57 hours
Fee: $135.00 (each additional class $75.00)

Elementary

Tuesday, 1700-1830 hrs.
Friday, 1630-1830 hrs.
2 classes per week
Term 1: 60 hours
Fee: $140.00 (each additional class $80.00)
Term 2: 57 hours
Fee: $135.00 (each additional class $75.00)

Intermediate

Monday, 1700-1900 hrs.
Wednesday, 1645-1815 hrs.
Saturday, 1400-1600 hrs.
2 classes per week
Term 1: 70-80 hours
Fee: $140.00 (each additional class $80.00)
Term 2: 67.5-76 hours
Fee: $135.00 (each additional class $75.00)

Advanced

Monday to Friday
0900-1100 hrs.
Tuesday, 1045-1245 hrs.
2 classes per week
Term 1: 80 hours
Fee: $140 (each additional class $80.00)
Term 2: 76 hours
Fee: $135.00 (each additional class $75.00)

Includes pointe work.

Pas de Deux

Thursday, 1115-1245 hrs.
Term 1
Fee: $80.00
Term 2
Fee: $75.00

Pointe Classes

Basic

Monday, 1700-1800 hrs.
Wednesday, 1715-1815 hrs.
Saturday, 1315-1415 hrs.

Elementary

Tuesday, 1845-1945 hrs.
Thursday, 1700-1800 hrs.
Saturday, 1445-1545 hrs.

Intermediate

Thursday, 1700-1800 hrs.

1 class per week
Term 1: 20 hours
Fee: $80.00
Term 2: 19 hours
Fee: $75.00

Benesh Notation

A unique system of Dance Notation used for the preservation of original choreography. This course will be of particular interest to teachers; for class preparation, reading newly notated syllabi, and staging classical solos. On completion of the first year the Benesh Elementary examination will be taken. On completion of the second year the Benesh Intermediate Examination will be taken.

Wednesday and Friday
1300-1500 hrs.
Term 1: 80 hours
Fee: $155.00
Term 2: 76 hours
Fee: $145.00

Composite Courses
(Form 5 to Intermediate)

These special courses are designed to provide a more all-round training for those students interested in a professional career in dance.

Form 5 — Ballet and National

Ballet

Tuesday, 1800-1930 hrs.
Thursday, 1630-1800 hrs.

National

Thursday, 1830-1930 hrs.

Term 1: 80 hours
Fee: $170.00
Term 2: 76 hours
Fee: $160.00

Form 6 — Ballet, Pointe and Character

Ballet

Thursday, 1645-1815 hrs.
Saturday, 1045-1215 hrs.

Character

Thursday, 1830-1945 hrs.

Pointe

Saturday, 1230-1330 hrs.

Term 1: 100 hours
Fee: $185.00
Term 2: 95 hours
Fee: $175.00

Pointe

Thursday, 1700-1800 hrs.

Elementary — Ballet, Pointe and Spanish

Ballet

Tuesday, 1700-1830 hrs.
Friday, 1630-1830 hrs.
(includes pointe)

Pointe

Tuesday, 1845-1945 hrs.

Spanish

Saturday, 1100-1215 hrs.

Term 1: 125 hours
Fee: $200.00
Term 2: 118-3/4 hours
Fee: $190.00

Intermediate — Ballet, Pointe and Modern

Ballet

Monday, 1700-1900 hrs.
(includes pointe)
Wednesday, 1645-1815 hrs.
Saturday, 1400-1600 hrs.
(includes pointe)

Modern

Wednesday, 1830-1945 hrs.

Term 1: 130 hours
Fee: $210.00
Term 2: 123.5 hours
Fee: $200.00

Dance Training:
Pre Professional Course
(Form 6 Intermediate)

Designed for students wishing a more intensive training, these courses involve an average of 2 classes per day, five days per week. Arrangements can be made with some high schools to finish academic subjects early enough to arrive at the School of Dance for the usual 1515 hrs. start time. For further information on these courses, contact the School of Dance directly at (416) 363-9945.

All courses listed above lead to entry into the two-year diploma program designed to prepare the student for a professional career in dance. Admissions requirements for this program are the Ontario Secondary School Graduation Diploma or equivalent, advanced level ballet and an audition.

Non-Professional Courses

A special program for interested adults, amateur and professional actors, as well as former dance students not interested in a professional career in dance.

Ballet

Level 1

Monday, Tuesday and Wednesday
1930-2045 hrs.
Thursday, 1800-1930 hrs.
Friday, 1915-2030 hrs.
1930-2045 hrs.
Term 1: 25 hours
Fee: $80.00
Term 2: 23.75 hours
Fee: $75.00

Level 2

Monday, 1930-2045 hrs.
Tuesday and Friday
1800-1915 hrs.
Term 1: 25 hours
Fee: $80.00
Term 2: 23.75 hours
Fee: $75.00

Level 3

Tuesday and Thursday
1930-2100 hrs.
Wednesday, 1800-1930 hrs.
Term 1: $80.00
Term 2: 28.75 hours
Fee: $75.00

Level 4

Monday, 1930-2100 hrs.
Wednesday, 1800-1930 hrs.
Term 1: 30 hours
Fee: $80.00
Term 2: 28.5 hours
Fee: $75.00

Level 5

Thursday, 1930-2100 hrs.
Term 1: 30 hours
Fee: $80.00
Term 2: 28.5 hours
Fee: $75.00

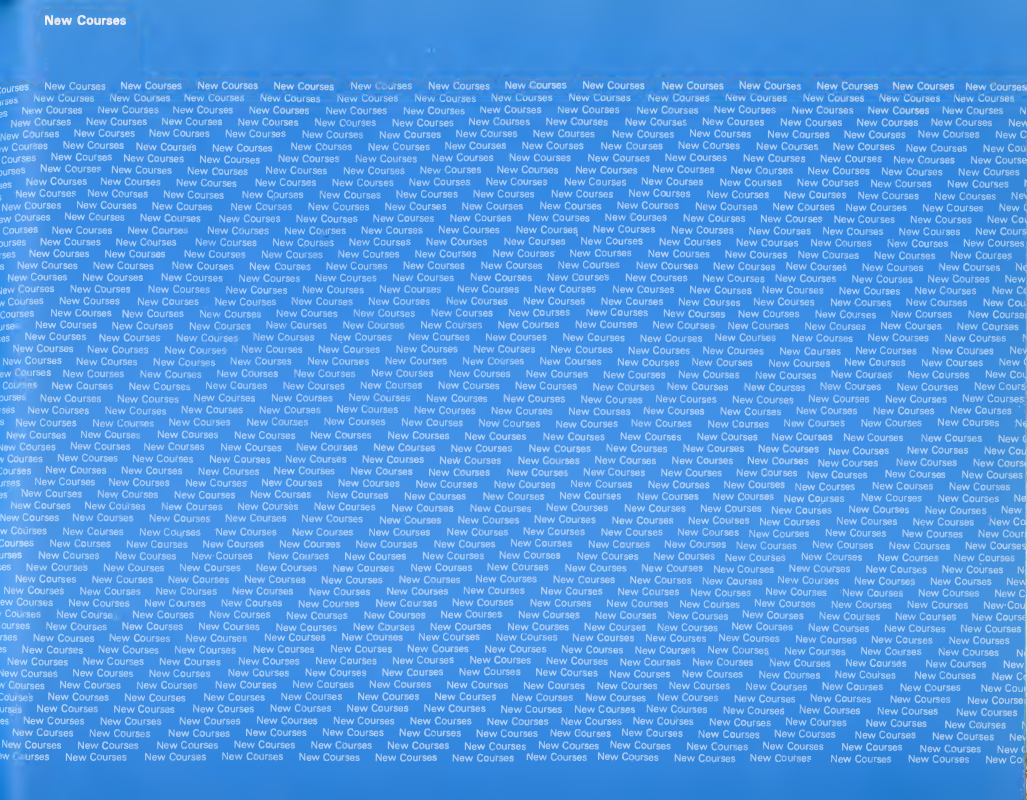
Jazz

Level 1

Monday, 1800-1915 hrs.
Tuesday, 1930-2045 hrs.
1 class per week
Term 1: 25 hours
Fee: $80.00
Term 2: 23.75 hours
Fee: $75.00

Level 2

Tuesday, 1800-1930 hrs.
Term 1: 30 hours
Fee: $80.00
Term 2: 28.75 hours
Fee: $75.00


New Courses

The following new courses have been recently approved for fall registration.

Ontario Management Development Programs

Certificate in Business Management Studies (Business and Commerce)

This certificate is issued by the Ministry of Education on satisfactory completion of six courses. For information concerning the specific requirements for the certificate phone 967-1212 extension 501.
The course fee includes the cost of materials.

Business Law — OMDP 900

Wednesday, 1800-2030 hrs.
St. James Campus
25 hours
Fee: $60.00

Course Contents: To learn to recognize and deal more effectively with the legal aspects of business. To improve communications with lawyers and understand and apply their advice. Formation of a contract, discharge of a contract, absolute of personal property, conditional sales contracts, chattel mortgages and bailment, credit rights, negotiable instruments and collections, partnerships, corporations, leases, bankruptcy, patents, trade marks and unfair competition.

Start dates:
October 10, 1979
January 23, 1980

Work Study — OMDP 901

Monday, 1800-2030 hrs.
St. James Campus
25 hours
Fee: $60.00

Course Content: To introduce methods and time study. To prepare for effective participation in a company work study program. To provide a strong base on which to build experience in analysis. Introduction, method study, introduction to work measurement, administration of a work study program, human relations, application and review.

Start dates:
October 8, 1979
January 21, 1980

Planning Public Relations — OMDP 903

Monday, 1800-2030 hrs.
St. James Campus
25 hours
Fee: $60.00

Course Content: This course is designed to appraise the merit and function of various methods employed in public relations. It will help the participants better understand the various public relations techniques that are available and how these techniques can work in a practical and profitable manner for the small business man. Topics covered include: what is public relations, how to establish a PR goal, who should be responsible for PR, defining the media, give the media what it wants, design for communication, how to plan press visits and exhibitions, community public relations, don't forget employees, special promotions and specialized audiences.

Start dates:
October 8, 1979
January 21, 1980

Effective Supervision — Public Administration — OMDP 904

Tuesday, 1800-2030 hrs.
St. James Campus
25 hours
Fee: $60.00

Course Content: To help students understand the big jump from an employee's position as the "doer" to the role of the "Supervisor" in supervising the work of others. To focus on the difference(s) between "responsibilities" and "activities". To identify responsibilities common to office and professional supervisors in terms of: services — volume, timeliness, personnel, cost, quality.

Start dates:
October 9, 1979
January 22, 1980

Human Relations for the Public Service — OMDP 905

Wednesday, 1800-2030 hrs.
St. James Campus
25 hours
Fee: $60.00

Course Content: This course has been designed to help supervisory and management personnel in the various levels of the public service improve their human relations and personnel management skills. It will improve decision-making skills in the various functional areas of human relations, and improve management skills in planning, organizing, directing and controlling of the services which are provided. Topics covered include: people and productivity, developing and maintaining morale, conflict: the politician vs. the administrator, public involvement, managing the multi-level project, changing role of women, understanding the collective agreement, organizing for effective administration, management by objectives in the civil service, manpower planning for government organizations.

Start dates:
October 10, 1979
January 23, 1980

Human Resources Management — OMDP 906

Thursday, 1800-2030 hrs.
St. James Campus
25 hours
Fee: $60.00

Course Content: The purpose of this course is to provide the participants with usable mental tools which will allow them to structure their approach to people within their own organization in a more effective way. Topics covered include: overview, organization planning, motivation, selection of personnel, induction and training, performance and appraisal, compensation, industrial relations, communication and constructing an effective environment.

Start dates:
October 11, 1979
January 24, 1980

Effective Supervision — Human Relations — OMDP 907

Thursday, 1800-2030 hrs.
St. James Campus
25 hours
Fee: $60.00

Course Content: To develop an understanding of the basic needs of people in the work situation. This course will focus attention on the various aspects of the management of people (selection, training, motivation, morale, compensation, union relations, communications). It will establish a framework for the remaining sessions of the course. Topics covered include: understanding people, selection and induction, training and instructing employees, how to train your employees, pointers for supervisors involved in training, developing and maintaining morale, elements of salary administration, effective communications, appraising employee performance, job satisfaction, leadership, planning and organizing for results, resistance to change.

Start dates:
October 11, 1979
January 24, 1980

Effective Supervision in Administration — OMDP 908

Wednesday, 1800-2030 hrs.
St. James Campus
25 hours
Fee: $60.00

Course Content: To understand the techniques of flow charting and layout analysis as aids towards improving administration. To appreciate the need for selecting meaningful standards when developing objectives and plans against which performance can be measured and evaluated. To emphasize the role of the administrative supervisor in taking corrective action, making decisions and carrying them out. To encourage the administrative supervisor in self-development in the art and techniques of supervision.

Start dates:
October 10, 1979
January 23, 1980

Management Approach to Credit and Collections **OMDP 909**

Tuesday, 1800-2030 hrs.
St. James Campus
25 hours
Fee: $60.00

Course Content: To develop a managerial concern for the planning, organizing, co-ordinating and controlling of the credit and collection function. To develop an understanding of the credit and collection operation that is consistent with prudent financial management and the maximization of operating profits.

Start dates:
October 9, 1979
January 22, 1980

Taxation **OMDP 910**

Thursday, 1800-2030 hrs.
St. James Campus
25 hours
Fee: $60.00

Course Content: To assist owner/managers of small businesses in some of the more important fundamental aspects of taxation as it affects the business. To introduce participants to the new vocabulary, and to tax planning. To develop an appreciation in participants for the impact of incorporation on taxation. Topics covered include: introduction to taxation, problems of individuals, capital gains tax, problems of partnerships, problems of farmers, problems of corporations (A), problems of corporations (B), federal sales tax, succession duties and estate planning, reassessment and review.

Start dates:
October 11, 1979
January 24, 1980

Exporting **OMDP 911**

Tuesday, 1800-2030 hrs.
St. James Campus
25 hours
Fee: $60.00

Course Content: To familiarize participants with the basic techniques and procedures involved in export marketing. To compare these techniques and procedures with those used in domestic marketing. To develop appreciation in participants for the export market as a source of new business opportunities.

Start dates:
October 9, 1979
January 22, 1980

Management Skills in Personnel Selection **OMDP 912**

Wednesday, 1800-2030 hrs.
St. James Campus
25 hours
Fee: $60.00

Course Content: To establish criteria or bench marks against which employers decide to hire. Based on the above, to determine what areas in the selection process are of particular importance. To emphasize the importance of proper selection of employees. To provide an understanding of personnel recruitment and selection techniques. To highlight the importance of planning manpower needs, both with respect to numbers of people and specific job requirements and duties. Topics covered include: Film — "The Employee Turnover Syndrome", selection procedures, application form, position announcement, screening methods, the interview.

Start dates:
October 10, 1979
January 23, 1980

Purchasing **OMDP 913**

Monday, 1800-2030 hrs.
St. James Campus
25 hours
Fee: $60.00

Course Content: To understand certain fundamental principles in purchasing which help avoid costly errors and build a more profitable operation. Topics covered include: purchasing and profits, setting purchasing specifications, how much to purchase, basic inventory control and purchasing, selecting suppliers, determining prices, other costs in purchasing, purchasing procedure, value analysis, purchasing outside Canada.

Start dates:
October 8, 1979
January 21, 1980

How To Start a Small Business **OMDP 914**

Thursday, 1800-2030 hrs.
St. James Campus
25 hours
Fee: $60.00

Course Content: Starting a small business — choosing a legal form, the business plan. Establishing a business — existing business vs. a new business location and physical requirements. Financial requirements — start-up costs, sources of financing. The marketing process — target markets, sales forecast. Marketing strategy — marketing mix, marketing plan. Management and staffing. Purchasing and inventory control — setting up the system. Financing statements — are they worth the effort. Financial Controls — making figures work for you. Government regulations — municipal, provincial and federal requirements, course review and operations.

Start dates:
October 11, 1979
January 23, 1980

Retailing: An Introduction **OMDP 915**

Tuesday, 1800-2030 hrs.
St. James Campus
25 hours
Faa: $60.00

Course Content: This course is designed to familiarize the student with the basic concepts and terminology of retailing. Topics covered include: retailing and financial statements, basic accounting, buying — what and where, terms of sale and pricing, management, planning and controls, financial analysis, location, promotion, personnel selection and personnel training, remuneration.

Start dates:
October 9, 1979
January 22, 1980

Credit and Collections **OMDP 916**

Monday, 1800-2030 hrs.
St. James Campus
25 hours
Faa: $60.00

Course Content: To provide a basic knowledge of the principles of consumer and mercantile credit. To examine the techniques of profitable credit investigation and approval. Topics covered include: Introduction — the study of credit, introductory remarks, the general concepts of credit, terms of sale, guiding principles of credit analysis, how to read a financial statement, services of credit associations and other major financial institutions, mercantile collections, consumer collections, credit and collection correspondence.

Start dates:
October 8, 1979
January 21, 1980

Certificate in Business Management Studies (Hospitality/Tourism Industry)

Each of the following courses is complete in itself. Successful completion of 6 of the 8 courses qualifies the participant for a certificate from Ministry of Colleges and Universities in Business Management Studies. These courses can also be applied for credit towards the full-time diploma in Hotel or Food and Beverage Management. For information concerning the specific requirements for the certificate phone 967-1212 extension 613.
The course fee includes the cost of materials.

Business Law **OMDP 918**

Tuesday 1830-2130 hrs.
Kensington Campus
30 hours
Fee: $60.00

Course Content: To provide an understanding of the legal aspects of the hospitality industry and the law in perspective. To learn to recognize and deal more effectively with the legal aspects of business. To improve communications with lawyers and understand and apply their advice. This course provides business people with a basic understanding of some of the points of law which frequently arise in business. Topics by Session: Formation of a Contract; Discharge of a Contract; Absolute Sales of Personal Property; Conditional Sales Contracts, Chattel Mortgages and Bailment; Creditor's Rights, Negotiable Instruments and Collections; Partnerships; Corporations; Leases; Bankruptcy; Patents, Trade Marks and Unfair Competition.
Optional Topics: Insurance Contracts, Employer-Employee Relations; Mechanics' Liens. This course deals with the Hotel Registration of Guests Act, the Inn Keepers Act, the Liquor License Act and the multitude of regulations affecting the operations of hotels and restaurants.

Start dates:
October 9, 1979
January 22, 1980

Financial Management for Hospitality/ Tourism **OMDP 919**

Wednesday, 1830-2130 hrs.
Kensington Campus
30 hours
Fee: $60.00

Course Content:To determine the basic accounting data required by operations in the hospitality and tourist industries. To show how better utilization of information from accounting records can be incorporated into budget planning, and improve both the efficiency and profitability of a business. This course covers a wide range of subjects essential to profitable financial management. Topics by Session: Financial Statements, Planning Budgets and Forecasting; Controls of Food, Beverage and Room Revenue; Cash Flow and Control; Credit Analysis and Control; Inventory Control; Purchasing and Leasing Policies; Control of "Un"-Fixed Assets; Taxation; Priorities for Effective Management.

Start dates:
October 10, 1979
January 23, 1980

Food end Bevarege Cost Control **ACC 210X**

Monday, 1830-2130 hrs.
Kensington Campus
30 hours
Fee: $50.00

Course Content: To understand the essential principles and procedures of effective food and beverage control. Assignments: The purpose of food and beverage cost control; food purchasing, receiving, storing and issuing; calculation of actual food costs; establishment of standards; calculation of standards; production planning and special control; improvement methods and procedures; beverage purchasing, receiving, storing and inventory control; calculating standard sales values; actual versus standard beverage sales.

Start dates:
October 8, 1979
January 21, 1980

Front Office Operation **HIND 222X**

Thursday, 1830-2130 hrs.
Kensington Campus
30 hours
Fee: $50.00

An intense professional approach to Front Office procedures, expressing the hotel guest relationship from prearrival to departure. Heavy emphasis on hotel terminology plus strategies of reservation controls, reception and credit procedures along with skills of operation and audit of the NCR 4200 and 250. Attention will also be paid to special situations such as the V.I.P. guests as well as travel agencies and their impact on the hospitality industry.

Start dates:
October 11, 1979
January 24, 1980

Senitetion and Safety **SAN 100X**

Wednesday, 1830-2130 hrs.
Kensington Campus
30 hours
Fee: $60.00

Course Content: To understand the significance of sanitation in food service and also provides the practical knowledge needed to implement a sanitation program in any kitchen. It stresses the importance of the food poisoning problem of today and shows how important sanitation is from an economic, legal and moral point of view. It attempts to correct the misconception that sanitation is visual cleanliness (good old-fashioned housekeeping) by emphasizing the concept of bacteriological cleanliness. It describes the basic facts of bacteriology in terms the layman can understand and shows the importance of sanitation from a profit and loss standpoint. Included in this program is the National Sanitation course produced by the Canadian Restaurant and Food Services Association and a Saint John's Ambulance safety course. Graduates receive accreditation for both of these courses in addition to the Sanitation Nutrition and Safety Program.

Start dates:
October 10, 1979
January 23, 1980

Effective Supervision in Hospitelity/ Tourism **OMDP 920**

Tuesday, 1830-2130 hrs.
Kensington Campus
30 hours
Fee: $60.00

Course Content: To increase the proficiency of the supervisor. To show the importance of human relations in job performance. To emphasize the value of formulating decision-making policies based on the viewpoint of the guest. This course stresses the role and responsibilities of the supervisor in developing a more dynamic and profitable operation. Topics by Session: The Role of the Supervisor; Analyzing the Problem; Principles of Effective Supervision; Setting Objectives and Goals; Organizing and Planning; The Human Factor; Flow of Information; Improvements-Flow Charting and Layout Analysis; Selecting Criteria and Measuring Results; Taking Corrective Action.

Start dates:
October 9, 1979
January 22, 1980

Markating for the Hospitality Industry **OMDP 921**

Wednasday, 1830-2130 hrs.
Kensington Campus
30 hours
Fee: $60.00

Course Content: To learn to deal effectively and decisively with marketing problems, thereby, avoiding needless errors, unhappy customers and waste of time and money. The course material covers the many facets which are vital to a successful marketing program. Topics by Session: Analyzing the Marketing Problem; Sales Planning; Equipping to Sell and Service; Direct Mail as a Marketing tool; Advertising as a Marketing Tool; Supplementary Marketing Aids; Promoting Individual Room Business; Promoting Convention and Group Business; Promoting Food and Beverage Sales; Relating All Management Decisions to Marketing.

Start dates:
October 10, 1979
Jenuery 23, 1980

Purchasing for Hospitality **ACC 108X**

Thursday, 1830-2130 hrs.
Kensington Campus
30 hours
Fee: $60.00

Course Content: To understand the complexities of Food and Beverage purchasing. To understand certain fundamental principles in purchasing which help avoid costly errors and build a more profitable operation. This is a basic course which deals with purchasing needs as determined by function, delivery, quantity and price. Subject Matter: Purchasing and Profits; Setting Purchasing Specifications; Making Quantity Decisions; Basic Inventory Control and Purchasing; Selecting Suppliers; Determining Prices; Other Costs in Purchasing; Purchasing Procedures; Value Analysis; Buying Outside Canada; Make vs Buy Decisions; Evaluating Purchasing Effectiveness.

Start dates:
October 11, 1979
January 24, 1980

Watercolour Painting **ART 807**

Wednesday, 1830-2200 hrs.
St. James Campus
60 hours
Fee: $65.00

Course Content: For the beginner and persons with some painting experience. Introduction to the watercolor media with emphasis on material selection and preparation. Students will be required to produce several sketches and demonstrate ability to work from a sketch to finished art. Later, students will produce a finished landscape, a thematic painting and a subject of their choice.

Start date:
September 26, 1979

Cartooning **ART 808**

Wednesday, 1830-2200 hrs.
St. James Campus
60 hours
Fee: $65.00

Course Content: For your own pleasure or to add to your income. This course is for the beginner as well as persons with some experience. Cartooning is effectively used in business in all forms of advertising, sales promotion and in the entertainment field. Various cartooning techniques will be taught including creation of characters, conventional signs of cartooning and how to draw caricatures.

Start date:
September 26, 1979

Basic Drawing **ART 809**

Wednesday, 1830-2200 hrs.
St. James Campus
60 hours
Fee: $65.00

Course Content: The ideal program for the individual who has always had a desire to learn to draw. It is an enjoyable program that will aid in developing persons with minimal drawing ability. You will use pencil, charcoal, conte crayon, white chalk, brush and ink. Subjects consist of: landscape, animal and human forms.

Start date:
Saptamber 26, 1979

Painting **ART 810**

Tuesday, 1830-2200 hrs.
St. James Campus
60 hours
Fee: $65.00

Course Content: For beginners and persons with some painting experience. Students will learn the techniques of working with oils and acrylics on canvas and other materials. Students will study composition, colour, textures and painting styles.

Start date:
September 25, 1979

Marker Rendering **ART 900**

Monday, 1830-2200 hrs.
St. James Campus
60 hours
Fee: $65.00

Course Content: This is an extremely important skill to any professional artist working in the Advertising Arts field. The course is designed to strengthen the students ability to render comprehensive visuals for advertising layouts. Students will be instructed in the most efficient use of felt tip markers so their ideas can be convincingly expressed on paper with speed and crispness.

Start date:
September 24, 1979

Airbrush Techniques **ART 901**

Tuesday, 1830-2200 hrs.
St. James Campus
60 hours
Fee: $65.00

Course Content: For both beginners and advanced students. Students will learn the fundamental working procedures as well as advanced airbrush techniques as used in todays illustrations. The student will also learn through many examples and demonstrations from the setting up of equipment and actual operation of the airbrush. The many specialized applications in rendering and retouching will be taught. Projects will include: Technical Illustration, Product Rendering, Advertising Illustration.

Start date:
September 25, 1979

Photo Retouching **ART 902**

Wednesday, 1830-2200 hrs.
St. James Campus
60 hours
Fee: $65.00

Course Content: Any artist involved in advertising art should develop the important skills in photo retouching. In this course the student will work with photo dyes in both black and white and colour. Through demonstration and personal involvement students will learn airbrushing, highlighting, blending and other various retouching methods.

Start date:
September 26, 1979

Soapstone Carving **ART 806**

Saturday, 1300-1600 hrs.
Cese Lome Campus
90 hours
Fee: $95.00

Course Content: Emphasis in this course will be on design and creative originality in the execution of two and three dimensional works in soft tone (soapstone and alabaster). Special consideration will be given to the type of stone carving tools available and basic finishing techniques. Soapstone and alabaster are available for purchase by the student.

Start date:
September 30, 1979

For Woman: A Business Of Your Own **BUS 908**

Thursday, 1830-2030 hrs.
Case Lome Campus
24 hours
Fee: $30.00

Course Content: Do you like the idea of being your own boss and leaving the everyday routine? The course will take you from idea to successful reality. The speakers will make you a confident consumer in the legal, financial and marketing aspects of operating a small business. Women already involved in their own ventures will present their views of success. Emphasis will also be placed on the necessity of preparing you for this change in lifestyle.

Start dates:
September 13, 1979
January 10, 1980
March 6, 1980

Moving Ahead **BUS 909**

Wednesday, 1830-2030 hrs.
Cese Lome Campus
16 hours
Fee: $25.00

Course Content: A course for all working women who want more from their career. The practical topics covered will include: job hunting skills, changing careers, self-confidence building, management thinking, money, tension, controlling the image of success and balancing home and career. In short, how to move ahead.

Start dates:
September 19. 1979
January 16, 1980
March 12, 1980

Know Your Car **CAR 800**

Wednesday, 1800-2100 hours
Casa Loma Campus
9 hours
Fee: $20.00

Course Content: With a new family-size car costing $8,000 or more and the trend of self-serve gas stations it is essential for the car owner to understand her/his car. Ray Stapley is Canada's best known auto mechanic and car columnist. For years his popular advice in the Toronto Telegram and more recently the Toronto Star has answered readers questions on cars with down to earth horse sense and real understanding. He will explain in layman's terms the major maintenance requirements of any car, easy to perform spot checks and tasks, such as changing a flat. He will show you how to start a stubborn engine and how to deal with the garage mechanic if repairs are really needed. He will tell you when to replace tires, batteries, brakes and provide dozens of tips that will save you money and repair bills and lengthen the life of your car.

Start dates:
Septamber 26, 1979
October 17, 1979
Novembar 7 and 28, 1979
Janvary 16, 1980
Febvary 6 and 27, 1980
March 19, 1980
April 9, 1980
May 7, 1980

Batik: Tha Art, The Craft **CFT 800**

Tuesday, 1830-2130 hrs.
Kansington Campus
30 hours
Fee: $50.00

Course Content: 'Batik', the ancient art of drawing with liquid wax on fabric. The wax acts as a resist as the fabric is put through successive dye baths to build up layers of colour. The course begins with the practical aspects such as upholstery and dress materials and leads to the art of batik, design, colour concepts and framing of your own work.

Start date:
Septamber 25, 1979

Model Aircraft Construction **CFT 801**

Wednesday, 1830-2130 hrs.
Casa Loma Campus
30 hours
Fee: $35.00

Course Content: Containing both the hobby and sport aspects of model aircraft building and flying, the course is suitable to all ages; from the young person seeking a worthwhile past-time, to a retired person looking for a new interest. Models will be built in the classroom.

Start dates:
Octobar 3, 1979
Janvary 16, 1980

Calligraphy (Hand Lettering) **DES 800**

Tuesday, 1830-2200 hrs.
St. Jamas Campus
60 hours
Fee: $65.00

Course Content: For both beginners and persons with basic lettering experience. A thorough exposure is given, beginning with history, current usage and family. Calligraphy is a powerful medium in the design of advertising and is attention arresting in the field of visual communication. The student will study the various uses of folders, brochures, posters, advertisements including special effects.

Start date:
Septamber 25, 1979

Interior Dasign and Dacoration **DES 801**

Wednesday, 1830-2200 hrs.
St. Jamas Campus
60 hours
Fee: $65.00

Course Content: A practical course for persons interested in interior design and decoration of their homes and apartments. Topics covered are: floor plans, colour schemes, furniture layout in rooms and leisure areas, lighting, kitchen design and fabrics. Selection of: furniture, drapes, carpets and other accessories for all rooms. There will be field trips plus basic exercises and projects. Exterior design will be covered for patios, sun porches and decks etc.

Start date:
Septamber 26, 1979

Saturday Morning At The Market **F 830**

Saturday, 0800-1200 hrs.
Kensington Campus
4 hours
Fee: $15.00

Course Content: Toronto's Saturday morning markets are one of the best features of city life. Come and learn how to explore, shop and enjoy the fascinating and vibrant St. Lawrence market. You will go through the market with a fully qualified chef instructor learning how to buy seafood, vegetables, meats, poultry, cheeses, coffees and a host of delicacies. On return to the college the instructor will demonstrate how to create fascinating brunches and entrees using fresh market products. Enrolment is limited.

Start dates:
October 6 and 20, 1979
Novambar 3 and 17, 1979
Dacambar 1, 1979
Janvary 12 and 26, 1980
Febvary 9 and 23, 1980
March 8 and 22, 1980
April 12 and 26, 1980

Dining Out: A Guidad Tour of Toronto's Most Intarasting Rastaurants **F 831**

Tuesday, 1800-2200 hrs.
Kansington Campus
20 hours
Fee: $25.00

Course Content: Over the last ten years the good life has come to Toronto. No longer do they roll up the streets at dusk; in fact, Toronto has become internationally known for its food, its restaurants and entertainment centres. This unique course will provide the knowledge of the college's food experts in developing and appreciating an educated palate. Lectures will outline the foods of the world, the development of national and regional dishes, methods of preparation, appropriate beverages and service techniques. Each lecture will be followed by a dinner in a restaurant that best exemplifies the food of the country under discussion. Country's discussed in series A will be Greece, Italy, France, Japan and Germany. Fees include the cost of the lecture only. Restaurants chosen will be restricted to the medium-priced range.

Start dates:
September 25, 1979
October 30, 1979
Janvary 15, 1980
Febvary 19, 1980
March 25, 1980

Self Defanca For Woman **FIT 800**

Thursday, 1900-2100 hrs.
Casa Loma Campus
20 hours
Fee: $25.00

Course Content: This course will discuss practical solutions to prevent confrontations as well as how to handle physical situations should they arise. Basic techniques such as kicks, punches and breaking holds will be covered.

Start dates:
October 4, 1979
Janvary 10, 1980
March 20, 1980

Energy Conservation For The Homaownar **HT 912**

Wednesday, 1830-2130 hrs.
Casa Loma Campus
12 hours
Fee: $20.00

Course Content: Rising fuel costs have placed increased emphasis on the need for the homeowner to derive maximum benefit from his energy dollar. This course is designed to provide practical advice and lowering energy costs this winter. Topics covered will be do-it-yourself insulation, insulation systems, window treatment, weather-proofing, furnace efficiency.

Start date:
October 3, 1979

Magic For Beginnars **MAG 800**

Tuesdey, 1800-2000 hrs.
Casa Loma Campus
20 hours
Fee: $25.00

Course Content: Magic tricks have always been a source of fascination and amusement for young and old alike. This course will teach many of the basic tricks that require little or no investment in equipment such as card tricks, sleight of hand and rope manipulation. Demonstrations will be followed by practical instruction with each student.

Start dates:
Octobar 2, 1979
January 15, 1980

How To Sell Your Own Home: A Workshop **RE 800**

Saturdey, 1000-1500 hrs.
Collage Straat Campus
5 hours
Fee: $10.00

Course Content: For those who are contemplating handling the sale of their home personally, this workshop will cover the most important aspects including establishing market value, selling techniques, agreement of purchase and sale, presentation of an offer, functions of the real estate agent and the role of the lawyer. The course will follow a step by step format and group discussion will be encouraged.

Start dates:
Saptembar 29, 1979
Octobar 27, 1979
Novembar 24, 1979
January 26, 1980
March 1, 1980

Buying Your First Home **RE 801**

Tuesdey, 1730-2030 hrs.
College Straat Campus
9 hours
Fee: $15.00

Course Content: The purchase of a first home is a time of much excitement and apprehension. This course will provide the first-time home buyer with sufficient information to make a knowledgeable decision. It will cover all the steps in the process including: establishing a price range, selecting the right real estate agent, evaluating neighbourhoods in the Toronto area, establishing fair market value, obtaining financing, making an offer, closing costs and procedures, settling-in expenses.

Start dates:
Septembar 11, 1979
Octobar 16, 1979
Novembar 13, 1979
Januery 15, 1980
February 12, 1980
March 11, 1980
April 15, 1980
May 13, 1980

Mortgage Financing: A Workshop **RE 802**

Saturdey, 1000-1500 hrs.
College Straat Campus
5 hours
Fee: $10.00

Course Content: A one day intensive workshop for home-owners who require a new mortgage or additional financing. Institutional and private lenders as sources of money will be discussed as well as the details of a mortgage and the preparation of a mortgage package to the lender.

Start dates:
September 15, 1979
Octobar 13, 1979
Novembar 10, 1979
January 12, 1980
Februery 16, 1980
March 15, 1980

Reel Estate Investment: For Beginnars **RE 803**

Monday, 1730-2030 hrs.
College Straat Campus
12 hours
Fee: $20.00

Course Content: This course is designed to acquaint the first-time investor with the fundamentals of buying property for income or investment. Topics covered will be determining your own investment strategy, guidelines for inspecting properties, types of real estate investment, defining marketable rental properties, sources of financing, taxation implications.

Start dates:
Septembar 17, 1979
November 12, 1979
January 7, 1980
Merch 3, 1980
May 5, 1980

Screen Printing Workshops (Besic) **SP 904**

Friday and Saturday
0930-1200 hrs. or
1330-1530 hrs.
St. Jemes Campus
10 hours
Fee: $25.00

This workshop is designed for beginners who would like to screen print their own professional looking posters, signs, decorator fabrics, wall hangings, art reproductions, etc., in their own homes. The student will become familiar with the practical application of stencil making using hand cut film. Printing on materials such as paper, card and fabrics. Course content: cutting and procedures, screen making, adhering, registration, printing, clean-up and reclamation of screens.

Start dates:
September 22, 1979
October 27, 1979
Novembar 24, 1979

Screen Printing Workshops (Advenced) **SP 905**

Friday and Saturday
0930-1200 hrs. or
1330-1530 hrs.
St. Jemes Campus
10 hours
Fee: $25.00

This workshop is for the intermediate level student in screen printing. Participants will have completed the Basic workshop as outlined above or have equivalent previous experience. The course will allow the student to further develop his/her skills and techniques in screen printing.

Start dates:
Septembar 29, 1979
November 3, 1979
December 1, 1979

Supervision in Social Servicas **OM 900**

Tuesday, 1830-2030 hrs.
Kensington Campus
40 hours
Fee: $30.00

Course Content: The purpose of this course is to present a structured approach to supervision for supervisors in social service organizations. During this course the participant will have the opportunity to: explore the roles, functions and responsibilities of a supervisor, define supervisory problems in their own jobs, develop alternatives for dealing with these problems, evaluate those alternatives through role play sessions in the classroom.

Start date:
October 2, 1979.

Accounting 20
Accounting, Cost 20
Acting 59
Acting, Public Speaking and 59
Activities with Children 30
Addictions, Basic Studies in 29
Administration, Government 21
Adolescence 31
Advanced English 10
Advanced Records Management 22
Advanced Small Quantity Food 47
Advanced Wine Appreciation 47
Advertising Design 49
Air Conditioning Design 16
Air Conditioning Residential and Small Commercial 15
Air Conditioning, Warm Air Heating and 15
Airbrush Techniques 64
Apparel Construction 41
Apparel Pattern Drafting 41
Appliance Servicing 15, 16
Applied Science (Dental Materials) 55
Applied Underwater Science 17
Appraisal, Principles of 57
Appreciation of Wines, Spirits and Liqueurs 47
Arabic for Beginners, Standard 11
Architectural Art and Presentation 14
Architectural Drafting 14
Astrology 9, 10
Athletic Training 17
Audio-Production Techniques 53
Automobile Insurance 24
Baking 47
Ballet 59, 60
Bartending, Cocktail 48
Basic Audio-Production Techniques 53
Basic Baking 47
Basic Ceramics 44
Basic Cinematography 53
Basic Clock Repairing 43
Basic Drawing 64
Basic Housekeeping Supervision 57
Basic Life Support Training: Cardiopulmonary Resuscitation 56
Basic Skills of Cleaning and Sanitation for Supervisors 57
Basic Small Quantity Food 47
Basic Studies in Addictions 29
Batik 65
Benesh Notation 60
Bindery 52
Biology 8
Biology, Pre-Nursing 9
Biological Needs 34
Blind Stitch Machine 42
Blueprint Reading for the Construction Trades 14
Blueprint Reading, Electrical 38
Blueprint Reading for Ironworkers 14
Blueprint Reading for Machine Trades 13
Blueprint Reading for Millwrights 14
Blueprint Reading for the Welding Trade 14
Bodily Injury Claims 25
Bookkeeping 20, 21
Breaking into Print 9
Bricklaying 13
Business Interruption 24
Business Law 61, 63
Business Management 21, 61
Business, Women in 21
Button-Hole and Button Sewer Machine 42
Buying Your First Home 66
Cabinet-Making 13
Calligraphy 65
Canadian French, Speaking 11
Cardiopulmonary Resuscitation 56
Care of Patient with End Stage Renal Disease 56
Caring for the Disturbed Child 31
Caring for the Disturbed Child 30
Carpentry 13
Carpet Care 57
Cartooning 62, 64
Casualty Covers 24
Ceramics 44, 45
Ceramics, Dental 55
Character (Dance) 60
Chemistry 8
Chemistry, Inorganic 10
Chemistry, Organic 10
Chemistry, Pre-Nursing 9
Chess 18
Child Development, Infant and 31
Child Management 33

Childhood Psychopathology 31
Children with Special Needs 32
Chinese Cuisine 47
Cinematography 53
Civil Engineering, Metrication in 16
Claim Settlement, Loss Adjustment and 24
Cleaning and Sanitation for Supervisors, Basic Skills of 57
Clinical 34
Clock Repairing, Basic 43
Coatings, Laboratory 10
Coatings, Organic 10
Cobol 23
Cocktail Bartending 48
Cognitive Development 32
Colour Reproduction, Photomechanical 51
Colour Separation, Photomechanical 51
Colour Stripping and Platemaking 51
Colour Television 38
Commercial Real Estate 57
Communication, Total 34
Communications 34
Communications at Work 21
Community Practice 29
Complete Denture Prosthesis 55
Computer Systems 38
Construction Trades, Blueprint Reading for the 14
Contemporary Phototypesetting Methods 50
Conversational English for New Canadians 11
Copy Writing, Retail Advertising 22
Cost Accounting 20
Counselling Practice Laboratory 30
Creative Expression in Childhood 32
Credit and Collections 62
Crown and Bridge Work 55
Data Processing, Introduction to 23
Data Processing — Keypunch and Verifier 27
Day Care, Principles of 32
Day Care, Varieties of 32
Decorating Craft 48
Dental Assistant Upgrading 55
Dental Ceramics 55
Dental Materials 55
Denture Prosthesis 55
Design, Air Conditioning 16
Designing, Advertising 49
Dictaphone 25
Digital Systems Servicing 39
Dining Out 65
Disturbed Child, Caring for the 30
Drafting, Architectural 14
Drafting, Electrical 37
Drafting, Process Piping 14
Drapery 42
Drawing, Basic 64
Drawing, Life 49
Drawing and Painting, Still Life 49
Drawing, Technical 14
Dressmaking 41
Driver Training 58
Dynamics of 50 Plus, The 34
Economics 20
Eddy Current Testing 36
Effective Reading 9
Effective Speaking for Managers 9
Effective Supervision in Administration 61
Effective Supervision in Hospitality/Tourism 63
Effective Supervision — Human Relations 61
Effective Supervision — Public Administration 61
Electrical Apprentice Review 37
Electrical Blueprint Reading 38
Electrical Construction and Maintenance 37
Electrical Drafting 37
Electrical Trade, Estimating for the 37
Electronic Controls, Industrial 37
Electronic Fundamentals 38
Electronic Organs and Electronic Musical Instruments Service, Introduction to 39
Empathy Training 30
Enamelling 43
End Stage Renal Disease, Care of Patient with 56
Energy Conservation for the Homeowner 65
English, Advanced 10
English and the Business World 25
English, Intermediate 10
English and the Legal World 25
English for New Canadians 9
English for New Canadians, Conversational 11
English, Pre-Intermediate 10
English Pronunciation 11
English as a Second Language, Writing for Advanced Students of 11
English Upgrading 7
Engraving 43
Estimating for the Electrical Trade 37
ETV and Broadcast Maintenance, Introductory 39
Evaluation of Fostering Skills 33
Exporting 62
Family Dynamics 32
Fashion Illustration 41
Field Practice 30, 31, 33
Field Work Seminar 29
Film Assembly, Paper and 50
Film Imposition and Printing Surface Preparation 51
Financial Management for Hospitality/Tourism 63
Financial Markets 21
Fire Hazards 24
Fire Prevention and Protection 24
First Aid, Standard 17
Fitness, General 17
Flower Arranging 18
Food and Beverage Cost Control 63
For Women: A Business of Your Own 64
Forms 22
Foster Parent and the Community 33
Fostering Skills, Evaluation of 33
French, Speaking Canadian 11
Front Office Operation 63
Fur and Leather Fashions 42
Fur Manufacturing Techniques 42
Furniture Finishing 42
Furniture Upholstery 42
Furs, Theory and Recognition of 42
Gardening, Indoor 18
Gas Fitter 15
Gas, Propane 15
Gemmology 44
Gem Setting 43
General Fitness 17
General Insurance Essentials 25
General Machine Shop 35
Gourmet Cooking, Junior 47
Government Administration 21
Group Process 29, 30, 31, 33
Human Growth and Behaviour 29
Human Growth and Behaviour Development 30
Human Growth and Development 31
Human Growth and Development 32
Human Growth and Development 33
Hearing Impaired 34
Hydro-Electric Power Commission Regulations 37
Housekeeping Supervision, Basic 57
Hairdressing 45
Human Relations for the Public Service 61
Human Resources Management 61
How To Sell Your Own Home 66
How To Start a Small Business 62
Human Relations 21
Illustration 49
Illustration, Fashion 41
Indoor Gardening 18
Industrial Electronic Controls 37
Industrial Radiography 37
Infant and Child Development 31
Injection Moulding 35
Inorganic Chemistry 10
Insurance 23, 24, 25
Insurance Accounts and Finance 24
Insurance, Automobile 24
Insurance Against Crime 24
Insurance Essentials, General 25
Insurance on the Person 23
Interior Design and Decoration 65
Intermediate English 10
Introduction to Data Processing 23
Introduction to Electronic Organs and Electronic Musical Instruments Service 39
Introduction to Photography 53
Introduction to Physical Distribution Systems 22
Introduction to Real Estate 57
Introduction to Records Management 22
Introduction to Typography 49, 50
Introductory ETV and Broadcast Maintenance 39
Introductory Psychology 30, 31
Introductory Sociology 30, 32
Ironworkers, Blueprint Reading for 14
Jazz (Dance) 60
Jewellery 43, 44
Jewellery Design 44
Junior Gourmet Cooking 47
Keyboard, Popular 59
Keypunch and Verifier, Data Processing 27
Know Your Car 65
Ladies' Hairdressing 45
Language and Communications 32
Language Test Preparation 11
Lapidary 44
Laser Sailing 17
Law, Business 61, 63
Law, Real Property 56
Lathework 35
Leather Manufacturing Techniques 42
Legal Office Practice 26
Liability 23
Life Drawing 49
Life Skills Coach Training 33
Living with Dying 56
Logic 38
Loss Adjustment and Claim Settlement 24

Machine Printing Flexography 51
Machine Printing Multilith 51
Machine Printing Rotogravure 51
Machine Printing Single Colour Offset Press 52
Machine Printing Two Colour Offset Press 52
Machine Shop, General 35
Machine Trades, Blueprint Reading for 13
Macrame 45
Magic For Beginners 66
Maintenance, Mechanical 35
Management Approach to Credit and Collections 62
Management, Business 21
Management Skills in Personnel Selection 62
Manuals Management 22
Marker Rendering 64
Marketing 22
Marketing for the Hospitality Industry 63
Mathematics 8
Mathematics, Trade 8, 9
Mathematics Upgrading 7, 8
Meat Cutting for the Home Enthusiast 48
Meat Cutting, Retail 48
Meat Trade Theory, Retail Meat Cutting 48
Mechanical Maintenance 35
Mechanics 8
Medical Office Practice 26
Medical Terminology 9, 25
Men's Hairdressing 45
Men's Pattern Drafting 41
Mental Health 31
Metrication in Civil Engineering 16
Microfilm for Your Business 23
Microprocessors 38
Millwrights, Blueprint Reading for 14
Mixology 48
Model Aircraft Construction 65
Money, Banking and Finance 20
Mortgage Financing Workshop 66
Movement and Drama 32
Moving Ahead 64
Music 32
National (Dance) 60
Needle Trade Technology 42
Numerical Control 35
Office Practice, Legal 26
Office Practice, Medical 26
Oil Burner 15
Organic Chemistry 10
Organic Coatings 10
Orthodontics 55
Painting 64
Paper and Film Assembly 50
Parent Interviewing and Counselling 32
Partial Denture Prosthesis 55
Pas de Deux 60
Pattern Drafting 41
Personnel and Industrial Relations 42
Pharmacology and Physiology 29
Pharmacology for Registered Nurses 56
Photo Retouching 64
Photography, Introduction to 53
Photomechanical Reproduction 50
Photomechanical Colour Reproduction 51
Photomechanical Colour Separation 51
Phototypesetting Keyboard Operation and Concepts 50
Phototypesetting Mark-Up 50
Physics 8, 10
Physical Distribution Systems, Introduction to 22
Physical Distribution Systems Management 22
Pitman Shorthand Theory 26
Pitman Shorterhand 27
Planning, Management and Legislation 32
Planning Public Relations 61
Plumbing Basic 13
Plumbing Design and Installation 13
Plumbing Qualification 13
Plumbing Repair and Installation for the Homeowner 13
Pneumatic Controls 16
Pointe 60
Popular Keyboard 59
Practical Course in Teaching English as a Second Language 11
Pre-Ballet 59
Pre-Intermediate English 10
Pre-Nursing Biology 9
Pre-Nursing Chemistry 9
Preventive Conditioning 17
Principles of Appraisal 57
Principles of Day Care 32
Principles of Mortgage Financing 57
Principles and Practice 23
Printing Surface Preparation, Film Imposition and 51
Process Piping Drafting 14
Pronunciation, English 11
Propane Gas 15
Property 23
Property Loss Adjustment 24
Psychology, Introductory 9, 30, 31
Psychopathology, Childhood 31
Public Relations, Planning 61
Public Speaking and Acting 59
Purchasing 62
Purchasing for Hospitality 64
Radiography, Industrial 37
Real Estate, An Introduction to 57
Real Estate, Commercial 57
Real Estate Investment for Beginners 66
Real Property Law 57
Records Management, Advanced 22
Records Management, Introduction to 22
Refrigeration 16
Research and Independent Studies 30
Resins 10
Retailing: An Introduction 62
Retail Advertising Copy Writing 22
Roundhouse 55
Sailing, Laser 17
Sanitation and Safety 63
Saturday Morning at the Market 65
Science Experiences 32
Science, Applied (Dental Materials) 55
Screen Printing, Silk-Screen 52
Screen Printing Workshop 66
Self-defense for Women 65
Selling Yourself and Your Firm 21
Serger Machine 42
Sewing Machine Repairs 42
Sheet Metal Pattern Drafting 13
Sheet Metal Theory 13
Shorthand — Refresher Course 26
Shorthand — Speed Development 26
Shorthand Theory, Pitman 26
Shorterhand, Pitman 27
Show Card Writing 52
Signwriting 52
Silversmithing 43
Small Business, How To Start a 62
Small Quantity Food 47
Soapstone Carving 64
Social and Emotional Needs 34
Social Services, Problems and Issues 30
Sociology 29
Sociology, Introductory 30, 32
Solar Heating Techniques 15
Spanish (Dance) 60
Spanish Language and Heritage 11
Speaking Canadian French 11
Stained Glass Art Work 16
Standard Arabic for Beginners 11
Standard First Aid 17
Stationary Engineering 13
Still Life Drawing and Painting 49
Storytelling and Literature 32
Stripping and Platemaking 51
Supervision for Social Service Workers 66
Tailoring 41
Taxation 62
Teaching English as a Second Language, Practical Course in 11
Technical Drawing 14
Tennis 17
Theory, Practice & Methods of Therapy 29
Theory and Recognition of Furs 42
Therapeutic Programming 31
Therapy, Theory, Practice and Methods of 29
Total Communication 34
Trade Mathematics 8, 9
Transport Driver Trainer 58
Transport Driving 58
Treatment Philosophies 31
T.V. Graphics 49
Typewriting 25, 26
Typing Speed Development 25
Typography, Introduction to 49, 50
Ultrasonic Testing 36
Underwater Science, Applied 17
Upgrading, English 7
Upgrading, Mathematics 7, 8
Values, Ethics and Professionalism 29
Varieties of Day Care 32
Video Tape Recorders Theory and Maintenance 39
Wardrobe Coordination on a Budget 45
Warm Air Heating and Air Conditioning 15
Watchmaking 42
Watercolour Painting 64
Weaving 45
Welding 35, 36
Welding Aluminum and Stainless Steel 36
Welding Ornamental Metalwork 36
Welding — Pipe — Uphill 36
Welding Pre-Certification 35
Welding Trade, Blueprint Reading for the 14
Window Display 45
Wine Appreciation, Advanced 47
Wines, Spirits and Liqueurs, Appreciation of 47
Women in Business 21
Woodcarving 49
Work Management 42
Work Study 58, 61
Working with Families 31
Writing for Advanced Students of English as a Second Language 11
X-Ray Techniques 55
Yoga 17

The George Brown College

Key to Campus Locations

C **College Street Campus**
507 College Street

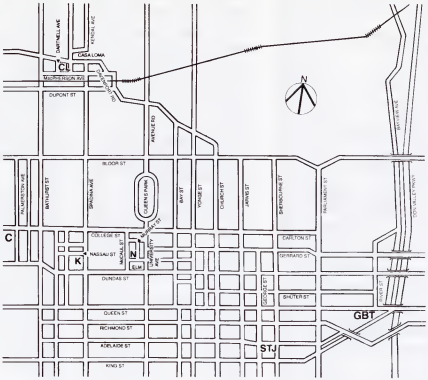
CL **Casa Loma Campus**
160 Kendal Avenue

GBT **The George Brown Theatre**
530 King Street E.

K **Kensington Campus**
21 Nassau Street

N **Nightingale Campus**
2 Murray Street

STJ **St. James Campus**
200 King Street E.



0001 — 12:01 AM
0100 — 1:00
0200 — 2:00
0300 — 3:00
0400 — 4:00
0500 — 5:00
0600 — 6:00
0700 — 7:00
0800 — 8:00
0900 — 9:00
1000 — 10:00
1100 — 11:00
1200 — 12:00 noon

1300 — 1:00 PM
1400 — 2:00
1500 — 3:00
1600 — 4:00
1700 — 5:00
1800 — 6:00
1900 — 7:00
2000 — 8:00
2100 — 9:00
2200 — 10:00
2300 — 11:00
2400 — 12:00 midnight

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MEMORANDUM

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FROM: Gerry Villeneuve
Program/Course Data Base

DATE: 14-09-79

SUBJECT: The 79/80 EVENING PROGRAM Calendar

A distribution of the above publication was made internally in August 1979. This document is widely used in the Campus Admission Offices for registration purposes, and other area's for information dispensing.

Several courses appear in this calendar with errors in course codes, please ensure for Part-Time registration purposes, that your copy is amended with the following changes:-

Calendar Page	Course Code	Amended Course Code
9	ENG919	ENG901
14	ENDR572	ENDR572X
31	PSY102X	PSY107X
31	DCW100X	ECE100X
31	DCW101X	ECE101X
31	DCW103X	ECE103X
32	DCW104X	ECE104X
32	DCW105X	ECE105X
32	DCW200X	ECE200X
32	DCW201X	ECE201X
32	DCW204X	ECE204X
32	DCW207X	ECE207X
32	DCW202X	ECE202X
32	DCW203X	ECE203X
32	DCW206X	ECE206X
33	DCW113X	ECE113X
33	DCW114X	ECE114X
33	DCW212X	ECE212X
34	DCW213X	ECE213X

Cont'd

Calendar Page	Course Code	Amended Course Code
33	SOC952	SOC900
38	ELDR612	ELDR612X
42	AT152	AT152X
50	GR202	GR202X
61	OMDP900	OMDP902
65	FIT800	FIT804

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